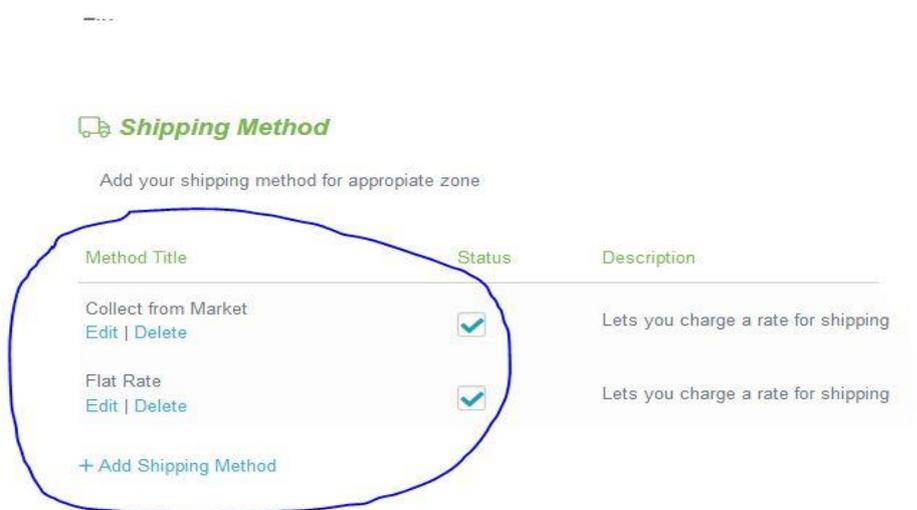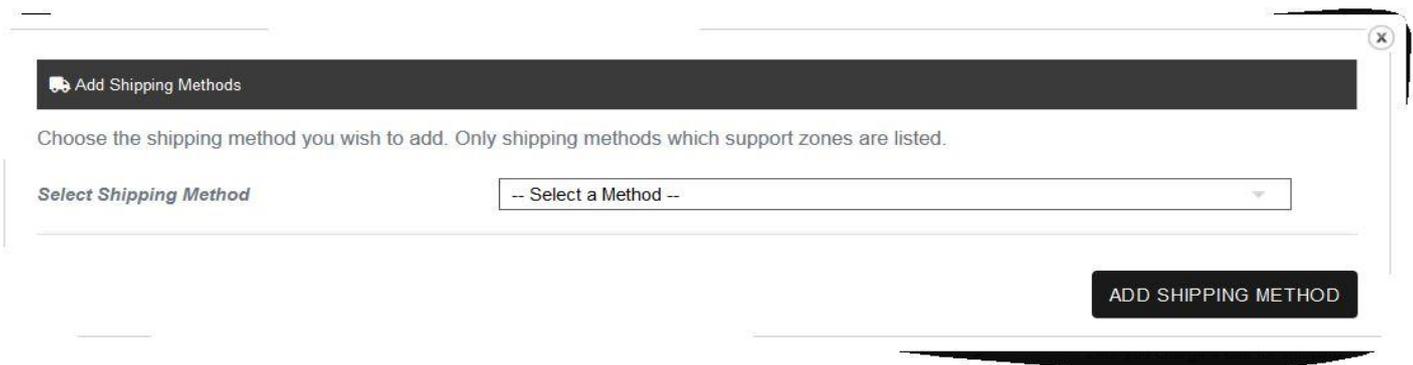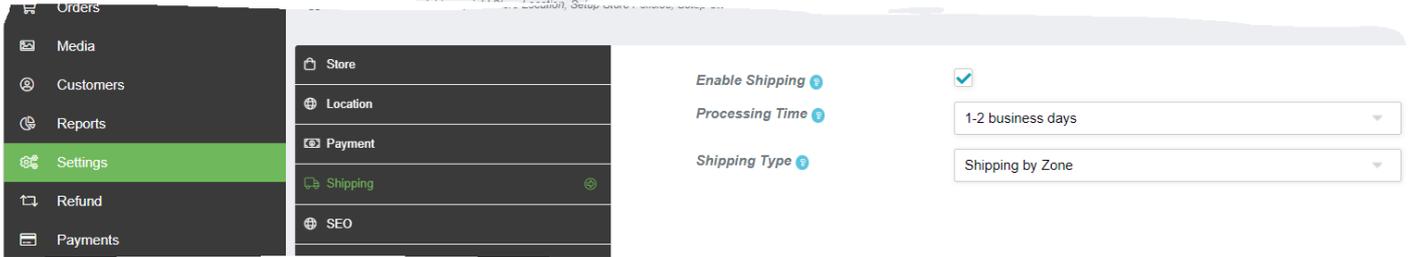# Setting your shipping method up

In your store go to Settings then Shipping

If you are offering collect at market and or collection/delivery options - Make sure you have both collect from Market and your other chosen shipping methods – you use Flat Rate for all postal orders – just click on + Add shipping method for more.

When you click on Edit for Flat Rate – this is the screen you will see. Be sure to add individual costs depending on what options you have – only put the cost in the very top box if that is the only cost you offer across all parcel sizes, otherwise leave it at 0.

Shipping Class Cost

These cost...
cost above).

Cost of Shipping Class: "Collect From Market"

N/A

Enter a cost (excl. tax) or sum, e.g. 10.00 * [qty].Use [qty] for the number of items,
[cost] for the total cost of items, and [fee percent="10" min_fee="20" max_fee=""] for percentage based fees.

Cost of Shipping Class: "domestic"

N/A

Enter a cost (excl. tax) or sum, e.g. 10.00 * [qty].Use [qty] for the number of items,
[cost] for the total cost of items, and [fee percent="10" min_fee="20" max_fee=""] for percentage based fees.

Cost of Shipping Class: "Large Letter"

3.25

Enter a cost (excl. tax) or sum, e.g. 10.00 * [qty].Use [qty] for the number of items,
[cost] for the total cost of items, and [fee percent="10" min_fee="20" max_fee=""] for percentage based fees.

Cost of Shipping Class: "Large Parcel"

4.95

Enter a cost (excl. tax) or sum, e.g. 10.00 * [qty].Use [qty] for the number of items,
[cost] for the total cost of items, and [fee percent="10" min_fee="20" max_fee=""] for percentage based fees.

Cost of Shipping Class: "Letter"

2.95

Enter a cost (excl. tax) or sum, e.g. 10.00 * [qty].Use [qty] for the number of items,
[cost] for the total cost of items, and [fee percent="10" min_fee="20" max_fee=""] for percentage based fees.

Cost of Shipping Class: "Oversized Load"

N/A

Enter a cost (excl. tax) or sum, e.g. 10.00 * [qty].Use [qty] for the number of items,
[cost] for the total cost of items, and [fee percent="10" min_fee="20" max_fee=""] for percentage based fees.

2.95

Add a price next to each method you wish to use i.e. Large letter (this is postal weight and size- does not have to be a large letter) I use it for earrings if they are sent in a pouch or a small parcel if they are sent in a box (for instance)

..., and [fee percent="10" min_fee="20" max_fee=""] for percentage based fees.

Cost of Shipping Class: "Large Parcel"

6.10 *[qty]

Enter a cost (excl. tax) or sum, e.g. 10.00 * [qty].Use [qty] for the number of items,
[cost] for the total cost of items, and [fee percent="10" min_fee="20" max_fee=""] for percentage based f...

Each class tells you how to add price per item here – just add the *[qty] (use these letters qty, not a number as this is an instruction rather than an amount) and this will add the postage cost per item rather than £3.25 for the whole order if the customer has ordered more than one item.

BE SURE TO PRESS SAVE/SUBMIT ONCE YOU HAVE COMPLETED ALL YOUR METHODS

Setting your shipping method up

Go to your products and add the last part of shipping into each product. You will find this much easier to do as you go along. In product menu, you will see shipping as per this image.
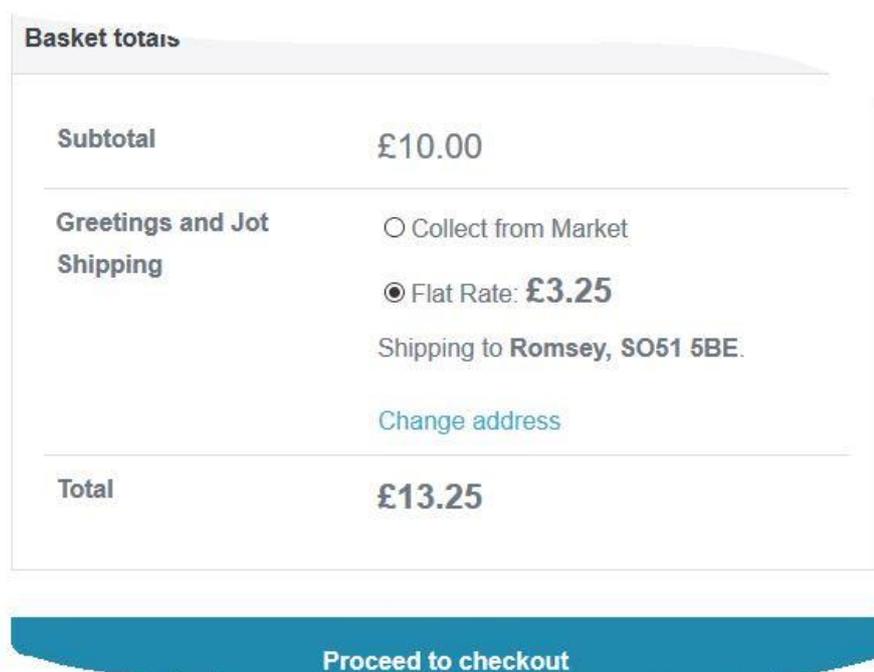
Inventory	
Shipping	
Attributes	
Linked	
SEO	

Weight (kg)	
Dimensions (cm)	Length / Width / Height
Shipping class	Large Letter
Processing Time	1 business day

Choose your shipping method relating to the item you are selling – large parcel, letter etc

Your customer's basket will look like this once it is all set up correctly – If you have chosen collect from market, collections/deliveries, they will also show on this screen for the customer to choose.
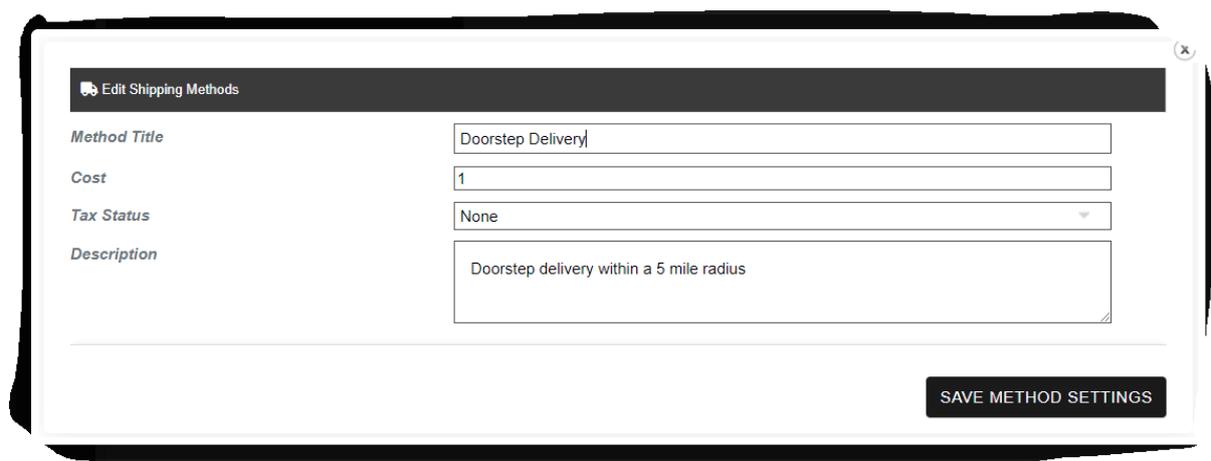
Basket totals

Subtotal	£10.00
Greetings and Jot Shipping	○ Collect from Market ● Flat Rate: £3.25 Shipping to **Romsey, SO51 5BE**. Change address
Total	£13.25

Proceed to checkout

To get the collection and delivery options, simply add another shipping method in your main shipping settings and choose "collect from market" then edit that and change the wording in the method title.

Edit Shipping Methods

Method Title	Doorstep Delivery
Cost	1
Tax Status	None
Description	Doorstep delivery within a 5 mile radius

SAVE METHOD SETTINGS