Tech Tip Tuesday—October 25, 2022

Automatically Assign a Charge/Fee based on number of days before booking

We all know that last-minute booking of trips can be more difficult to manage, and we'd like customers to book early if possible.

If you offer a discount for people who book early, or charge a surcharge for people who book on short notice, or both, Livery Coach has a way to automate the application of these fees.

First, of course, you need to create the fee. In our example we will call it "Advance Booking Discount". Then, we want to apply it to all trips that are booked 7 or more days before pickup.

Once you create the fee in Charges/Fees and save it, click Assign, and scroll towards the bottom until you find "X Days or More Before PU Date". Then, enter the number of days before the PU date, click Add, and you are done.

Note that even though the Type label says "Or More Before PU Date", this automation can also be used for fewer days—simply check the other box when assigning the rule.

So if you wanted to have a "short notice surcharge", you would put in how many days you wanted, but check the "Or Fewer Before PU Date" button instead.

Note that the lowest number you can put in this field is 1. If you want a same-day booking surcharge, you need to use the "Same Day Charge" assignment.