



Air4media Pilot v10 BETA
ACME Creative Agency OWNER
ACME Creative Agency
Laurent P Groult

- Dashboard
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Products & Packages




21
Total Products



21
Active































































19
Services



0
Packages

Products Packages Tax Rates

+ New Product

Product	Type	Price	Unit	Billing	Category	Status	Actions
Brand Identity Package (BRAND-ID) Logo design, brand guidelines, color pal...	Service	\$35,000.00	project	One-time	Branding	Active	  
Commercial Photography (PHOTO-COM) Studio or on-location product/lifestyle ph...	Service	\$6,000.00	day	One-time	Photography	Active	  
Creative Retainer — Premium (RET-PREM) 80 hours/month + dedicated account m...	Service	\$32,000.00	month	Monthly	Retainer	Active	  
Creative Retainer — Standard (RET-STD) 40 hours/month of creative services: de...	Service	\$18,000.00	month	Monthly	Retainer	Active	  
Digital Advertising Campaign (DIG-ADS) Strategy, creative, ad spend managemen...	Service	\$7,500.00	month	Monthly	Digital	Active	  
Drone Aerial Coverage (VID-DRONE) FAA-licensed drone operator, 4K footage...	Service	\$3,500.00	session	One-time	Video	Active	  
Event Creative Direction (EVT-CD) End-to-end creative direction for events:...	Service	\$50,000.00	event	One-time	Production	Active	  
Event Photography — Full Day (PHOTO-FD) 10-hour coverage, 2 photographers, 500...	Service	\$8,500.00	day	One-time	Photography	Active	  
Event Photography — Half Day (PHOTO-HD) 5-hour coverage, 1 photographer, 250+ ...	Service	\$4,500.00	day	One-time	Photography	Active	  
Event Signage & Environmental Graphics (EVT-SIGN) Wayfinding, banners, backdrops, step & ...	Service	\$15,000.00	event	One-time	Production	Active	  
Landing Page Design (WEB-LP) Single conversion-focused landing page ...	Service	\$5,000.00	page	One-time	Digital	Active	  
LED Wall — 10x20ft (RENT-LED) Indoor LED wall panel system with setup...	Rental	\$12,000.00	day	One-time	Equipment	Active	  
Logo Design (BRAND-LOGO) Custom logo with 3 concepts, 2 revision ...	Service	\$8,000.00	project	One-time	Branding	Active	  
Photo Booth — Glambot 360 (RENT-360) 360-degree video booth with custom ov...	Rental	\$3,500.00	event	One-time	Equipment	Active	  
Photo Retouching (PHOTO-RET) Professional retouching per image — ski...	Service	\$75.00	image	One-time	Photography	Active	  
Print Design — Collateral (BRAND-PRINT) Brochures, flyers, programs, signage — ...	Service	\$1,500.00	piece	One-time	Branding	Active	  
Social Media Management (DIG-SMM) Content calendar, 20 posts/month, com...	Service	\$4,500.00	month	Monthly	Digital	Active	  
Stage Design & Production (EVT-STAGE) Stage design, LED content, lighting desi...	Service	\$85,000.00	event	One-time	Production	Active	  
Video Production — Event Recap (VID-RECAP) Single-camera event coverage + 90-sec...	Service	\$8,500.00	event	One-time	Video	Active	  
Video Production — Full Package (VID-FULL) Pre-production, 1-day shoot with crew, e...	Service	\$25,000.00	project	One-time	Video	Active	  

Showing 1 to 20 of 21 records

Previous 1 2 Next

Products & Packages

Manage your catalog of billable items — individual products and services, bundled packages, and tax rates. Everything here is available when creating quotes and invoices for your clients.

Key Features

- **Quick Stats:** Four cards at the top show your total products, active items, services, and packages at a glance
- **Products List:** View, search, filter, and manage all your items with sortable columns, pagination, and a toggle between table and card view
- **Product Types:** Categorize items as Service, Product, Rental, or Labor
- **Billing Cycles:** Set items as one-time, monthly, or annual charges
- **Packages:** Bundle multiple products into a single offering with optional discounts — view as cards or a table
- **Tax Rates:** Define reusable tax rates that auto-apply to quotes and invoices

How to Use

Adding a Product

1. Go to **Products & Packages** and make sure you're on the **Products** tab
2. Click **New Product**
3. Enter a name and select the type (Service, Product, Rental, or Labor)
4. Set the price, unit (e.g. hour, day, each), and billing cycle
5. Optionally add a category and SKU for organization
6. Check **Taxable** if tax should apply, and **Active** to make it available
7. Click **Save Product**

Managing Products

- **Search** by name, description, category, or SKU using the search bar
- **Filter** by type, status, or billing cycle using the dropdown filters
- **Switch views** using the table/card toggle at the top of the list — your preference is saved
- **Edit** any product using the edit button on its row or card
- **Toggle status** to activate or deactivate a product without deleting it
- **Select multiple** products to activate, deactivate, or delete them in bulk

- Products used in invoices, quotes, or packages cannot be deleted — deactivate them instead

Creating a Package

1. Click the **Packages** tab, then **New Package**
2. Give the package a name and optional description and category
3. Click **Add Product** to add items from your product catalog
4. Set quantity for each item; optionally override the price for that item within the package
5. Set a fixed package price, or leave blank to use the sum of item prices
6. Optionally apply a discount (fixed dollar amount or percentage)
7. Click **Save Package**

Setting Up Tax Rates

1. Click the **Tax Rates** tab, then **New Tax Rate**
2. Enter a name (e.g. "California Sales Tax"), the percentage rate, and optionally a state/region
3. Check **Default rate** to auto-apply it on new quotes and invoices
4. Click **Save Tax Rate**

Use the **Quick Add** buttons to instantly add common US state tax rates (CA, NY, TX, FL, IL, PA, NJ, WA, GA, NC) without typing.

Tips

- Set one tax rate as the **Default** — it will be pre-selected when creating quotes and invoices; click the star icon next to any rate to make it the default
- Use **categories** to group related products (e.g. Photography, Design, Post-production)
- Packages show a **savings** amount when the package price is lower than the sum of individual items
- Products are shared across your entire company account — updating a product does not change past documents