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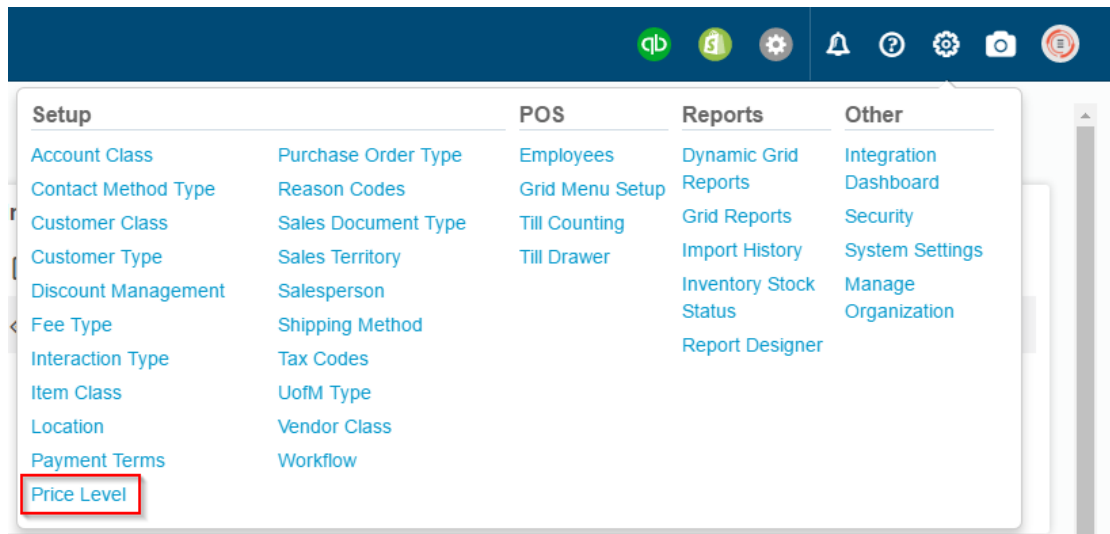
Price Level

Megan De Freitas - 2025-08-06 - [Settings](#)

Overview

Price Levels allow you to give specific Customers or Customer Classes special pricing.

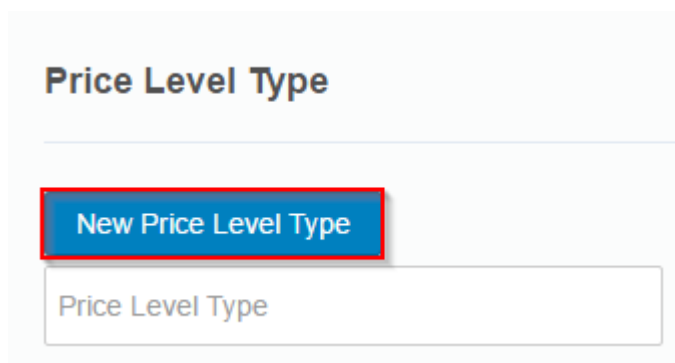
To get started, select **Price Level** from the Settings menu.



Price Level Type

Create a Price Level Type

To create a Price Level, click the **New Price Level Type** button in the upper left-hand corner of the screen.



The Price Level Type drawer will appear. Give your Price Level Type a name, and choose between Fixed Percentage and Per Item for Price Level Type.

Price Level Type

 Feedback



Price Level

Price Level Type

Fixed_Percentage

Per_Item

Fixed Percentage sets a percentage of list price that will apply to all items on a sales document with this Price Level. This only works, though, if an item has a list price.

Per Item assigns a different price to specific items. This will override the list price for the item.

When you've finished entering your information, click **Save**.

Edit a Price Level Type

To edit an existing Price Level Type, first select the Price Level Type from the list on the left-hand side of the Price Level Type window.

Price Level Type

Price Level Type

Legacy Customer

Dan 50%

Herman Miller

Kidney Table

Reward Member

Once you've selected the Price Level Type you want to edit, make your changes in the information fields on the right-hand side of the screen. If you selected Fixed Percentage in the Price Level Type dropdown, you can enter that percentage in this window.

Price Level	Price Level Type	Percent Of List
<input type="text" value="Reward Member"/>	<input type="text" value="Fixed_Percentage"/>	<input type="text" value="75"/>
<input type="checkbox"/> Inactive	<input type="button" value="Save"/>	

If you selected Per Item, you can select the items that have special pricing with this Price Level. Click **New Line**, find the item, and enter the new price in the Amount column.

Price Level

Loyalty Reward

Price Level Type

Per_Item

☐ Inactive

Save

New Line

More

☒ Hide Inactive Lines

Columns

When you've finished making your changes, click **Save**.

See it in Action

Price Level dropdowns appear in various places in SalesPad Cloud, including the New or Edit Customer drawers and on Sales Documents.

Feedback

Create Customer

x

Customer Name

Customer Type

No Customer Type

Customer Class

No Customer Class

Price Level

No Price Level

Note: Price Levels on a customer card are automatically applied to sales documents created for that customer. Price Levels on a sales document (set either by the customer's Price Level or set separately by whoever created the sales document) apply to each line on a sales document. Sales document Price Levels can be overridden on the line-item level by adding the Price Level column and making changes there.

Line Items

Linked Purchase Orders

Payments

Interactions

Audits

Alerts

Links

Notes

New Line

More ▾

		Item #	Description	Qty	Unit Price	Price Level	UofM
		10 Speed - 0...	Banana, Wate...		1	10.00	Each
						<div><div>Friday Sale</div></div>	