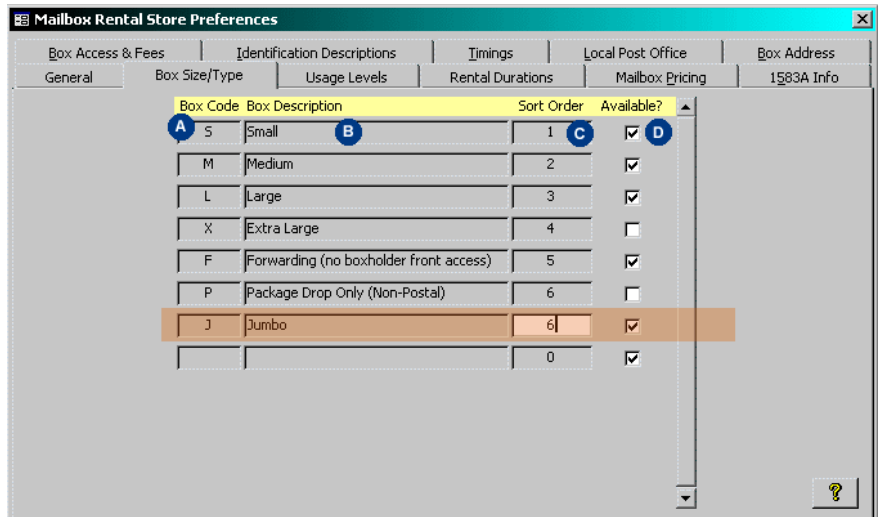


Simon Mailbox Rental Fees

In a mailbox rental system that has limited functionality, setting up pricing should be very simple. Find the box size and set a price for each duration of rental you will be offering to your customers. Simon is a bit more difficult due to the fact that Simon does not have such limited functionality. In Simon, you can set many different box sizes/types and any number of rental durations up to and beyond 20 years! And, there is a new variable we call a usage level whereby you can set any of the box size/types and durations with different rates based on the customer's usage of the box. Is it a business box, a personal mailbox, someone who is only going to receive a small amount of mail, a senior citizen, someone who is in the military. You can do almost anything you want, and set fees accordingly.

You will first want to tell Simon what box sizes and types you have to offer your customers. Simon already has Small, Medium, Large, Extra Large, Forwarding and Package Drop boxes set for you. All you need to do with these is to set whether any or all of these options will be acceptable at your business. *See*, bullet D in the Box Size/Type image. You will also want to set the sort order for the box size/types you offer so that when you go to the tool to set rates, the ones you use the most will be at the top of the list.



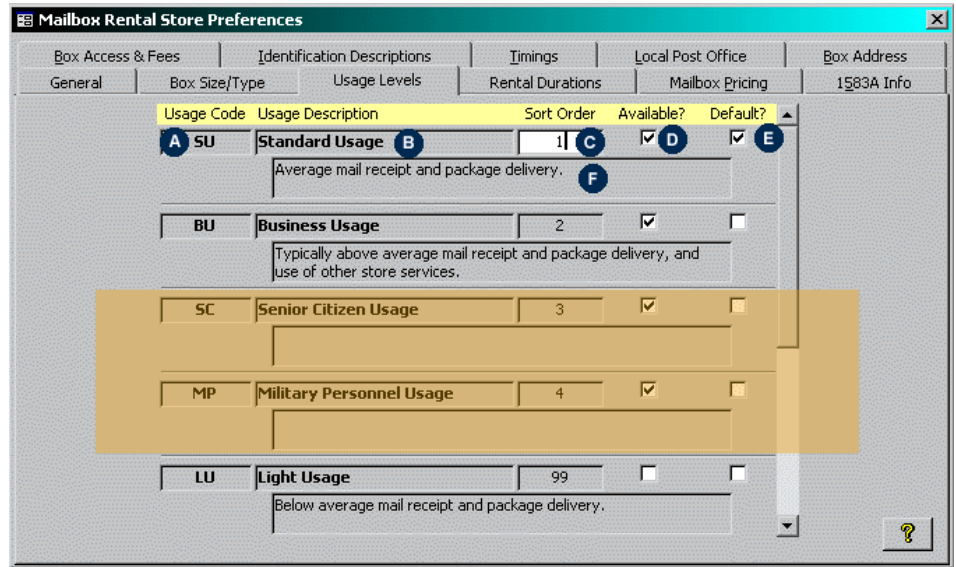
The Forwarding and Package Drop type boxes are different from the others. Both will not use key or combination lock access. These will be 'virtual' boxes that you will want to set up an area with the mailroom where you accumulate client mail. The numbers you set up for these types of boxes will be unique numbers and not a part of the actual lock boxes you have in your system. The point is, you do not want to use up your lock boxes on clients who do not come into the store to check their mailbox, because they are a mail forwarding customer or someone only using your business to have packages delivered somewhere other than their home.

If you want to add your own box size/types, you can do as shown in the image in the orange area. Give the new box a code (bullet A), a description (bullet B), a sort order (bullet C), and set its availability (bullet D).

Next, you will want to set usage levels. You may not have any usage levels except for standard usage. If this is the case, set Standard Usage as available and as the default. The default means that this usage level will be the one used when you add a new boxholder, unless you change it to something else. Only one of the usage levels should be set as the default usage; otherwise, Simon may get confused as to which usage level to use as the starting usage level when adding a new boxholder.

Standard, Business, Light and Heavy usage levels are automatically added when you install Simon, though only the standard usage level is set for you. If you want to add special fees for military and senior citizens, you can add you own in the same manner as shown in the Box Size/Type area.

Add a usage code (bullet A), a brief usage description (bullet B), the sort order with the most often used with the lowest number (bullet C), whether a usage level is available or not (bullet D), the default (bullet E), and a longer description (bullet F) which will only appear on the pricing printout.

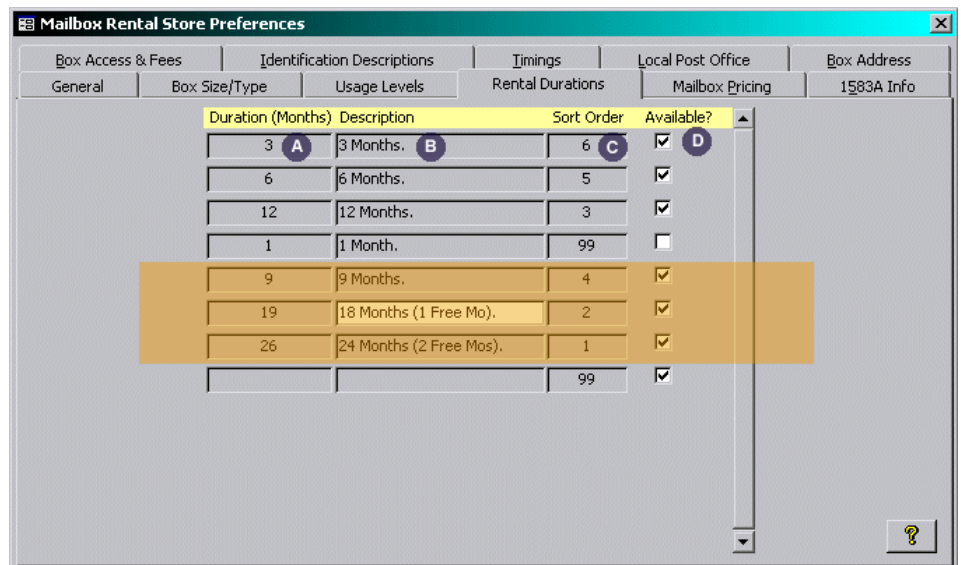


As shown in the Usage Level image, we have added two usage levels as an example of what you might want to do.

Before you add pricing there is one more item you will want to set—the Rental Durations.

Simon is already set to use 1, 3, 6 and 12 month rentals. You should set the ones you want to use at your business.

And, like every other options shown in this article so far, you are fairly unlimited as to what you can do here.

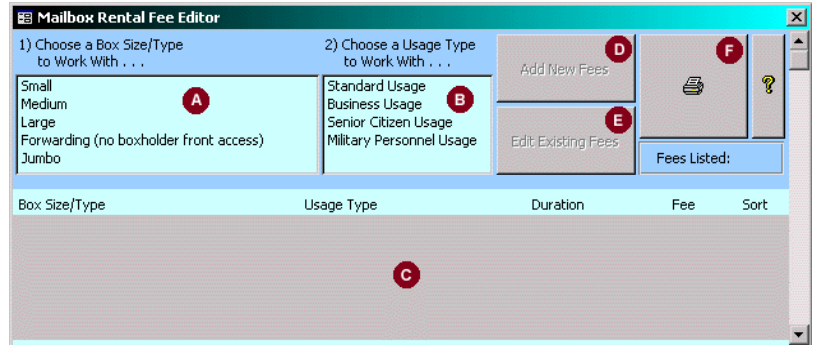


The orange area shows how you can set your own rental durations. Please take notice that we have added a 9-month rental and have added a nine in the duration (months) column. For the 18-month rental, we have added a 19 in the duration (months) column and a 26 in the 24-month rental column. Why? Because you are giving free months and this is how you let Simon know how many months are actually being given to the client.

After you have set the Box Size/Types that you will use, the Usage Levels you will offer, and the Rental Durations for which you will rent boxes, you can use the Mailbox Rental Fee Editor to set the fees for these many rental differences.

When you find and open the Mailbox Rental Fee Editor, the form as shown in the image here will appear. If you have not set any rates yet, the area shown around bullet C will be empty as shown. After you have rates set, rates will appear in the bullet C area.

You should click on the Box Size/Type for which you want to set fees (bullet A). Then, click on the Usage Type for which you want to set fees (bullet B). You cannot set fees for a Box Size/Type without first choosing a Usage Type since they work in conjunction with each other. For instance, a small box can have different pricing for standard, business, senior citizen, and military personnel usage. In fact, why else would you create a senior citizen usage level if you did not intend to give lower rates to senior citizens.

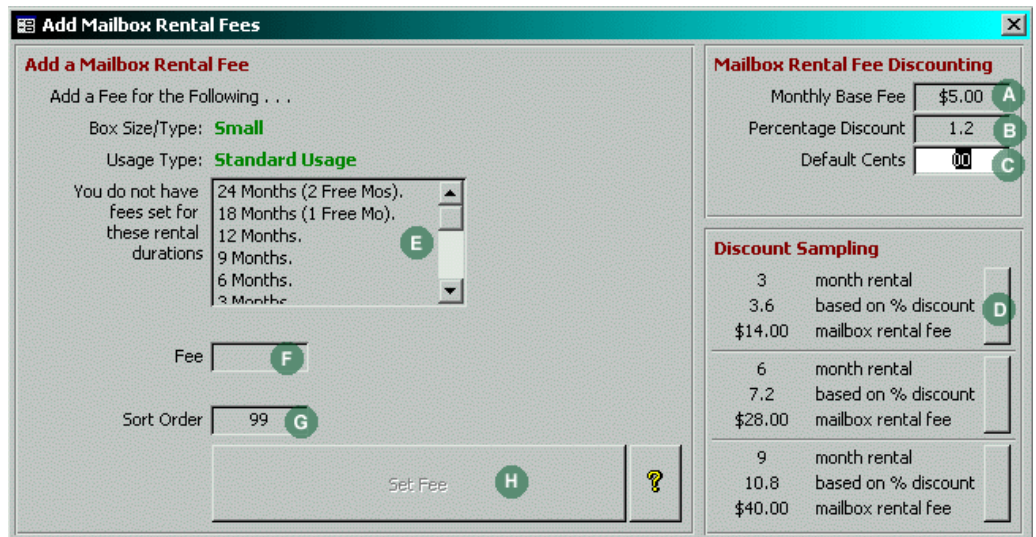


Once you select a Box Size/Type and a Usage Type, either the button at bullet D or the button at bullet E will be enabled. If you have no fees set yet for the Box Size/Type and Usage Type you select, the Add New Fees button will be enabled only. If you have some of the fees set for your available rental durations, but not all, both buttons will be available, because you can still add fees for the durations not already set and you can edit the fees that are set. If you have all of the fees set for all available durations, only the edit button will be available.

After you choose the Box Size/Type and Usage Type for which you want to add pricing, the Add New Fees button will appear. When you click on the Add New Fees button, the Add Mailbox Rental Fees form will appear.

Once you have all of your fees set, you can click on the button at bullet F to print out your pricing.

If you know the fees you want to charge, you can just select the duration in the list at bullet E, and type in a fee at bullet F. Once you have the fee set as you like it, click on the 'Set Fee' button at bullet H. Once you do this, the duration will be dropped from the list at bullet E.



The sort order will automatically be set based on the sort order for the box size/type, usage level and duration. By adding these values together, you will be offered a sort order that should allow your durations to fall in a likely order.

If you want to set your fees based on a set dollar amount per month, with greater discounting for those renting for longer periods of time, you can use the Discounting tools along the right edge of the Add Mailbox Rental Fees form. As shown in the image, you set the monthly fee you want for each month in a rental period (bullet A), the percentage discount you want to give as incentive for your clients to choose longer durations (bullet B), and the dollar fraction (default cents) you want to use. In the Discount Sampling area three samples will appear showing the shortest durations you have (bullet C).

The percentage discount might need a bit of explanation. As shown in the image, we have set a 1.2 percent discount. Now, if you had a 1-month rental, 1.2 percent would be reduced from the 1-month rental. For three months, 3.6 percent will be reduced from the 3-month rental (3 times 1.2). By doing it this way, the discount will be increased on longer durations, thus giving the incentive to rent for longer durations.

To use these samplings, you can click on the button at bullet D adjacent to the fee you want to set. The information in the sampling will be moved to the left side of the form. Click on the 'Set Fee' button to set this fee into Simon. Now, the samplings will change. The sampling you just set will be removed from the list and the listing will be rewritten to include another sample. You can continue doing this until all the fee samples are used to set your fees.

After adding a few fees, or all of the fees you want to set, you can close the Add Mailbox Rental Fees. You will see that the fees are listed in the Mailbox Rental Fee Editor.

To edit these fees, you can click on the Edit Existing Fees button on the Mailbox Rental Fee Editor form. The Edit Mailbox Rental Fees form will be opened.

This is a very simple form where you can change the fees, change the sort order, or you can delete a fee you no longer want.

Once you have finished the setting of your fees, you should print the report that lists your fees. You can use this as a marketing tool, or you may just want to post it for your employees.

Pretty amazing stuff, huh?!?

Duration	Monthly Fee	Fee	Sort	Delete
9 Months. (monthly fee: \$4.44)		\$40.00	6	
6 Months. (monthly fee: \$4.67)		\$28.00	7	
3 Months. (monthly fee: \$4.67)		\$14.00	8	