

Flat Rate Shipping Fees

The flat rate per order shipping method charges the same fee for every order, regardless of the number, price, weight, or type of products in the cart. It does not perform any calculations at all. It will charge shipping as long as there are "shippable" products in the shopping cart. In most cases, you will create more than one flat rate option to give your customers a choice of price and delivery type (i.e. Standard, Priority, Overnight, International, etc.)

1. Go to **E-Commerce > E-Commerce Setup**
 2. Go to the *Shipping Options* section and click on **Shipping Options**
 3. Click on the **Shipping Methods** tab
 4. Click the **Add a Method** button
 5. Click on **Flat Rate Per Order**
 6. Enter the **Shipping Method Settings**
 - **Display Name and Description:** Your customers will see this information during checkout (e.g. USPS Standard Shipping / Standard Postal Service 3-5 Business Days.)
 - **Enable this Shipping Method:** New shipping methods are enabled by default, which means they show up for customers. Uncheck this checkbox to hide the shipping option.
 - **International Shipping Method:** Mark this checkbox to offer this shipping method to international customers, those outside your default country (**Setup > Shopping Cart > Checkout section > Other Settings** link.)
 7. Enter the **Flat Rate Per Order. Shipping Price:** This shipping price is offered for every order.
 8. Click **Save**
 9. Repeat the process to create additional flat rate per order options (i.e. Standard, Priority, Overnight, International, etc.)
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