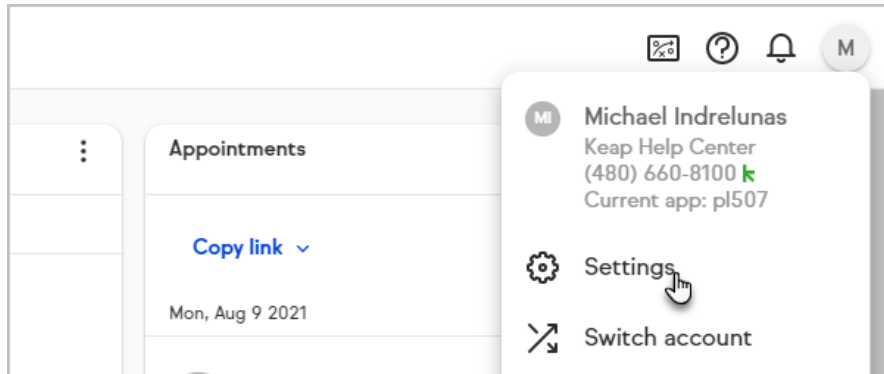


# Add sales tax

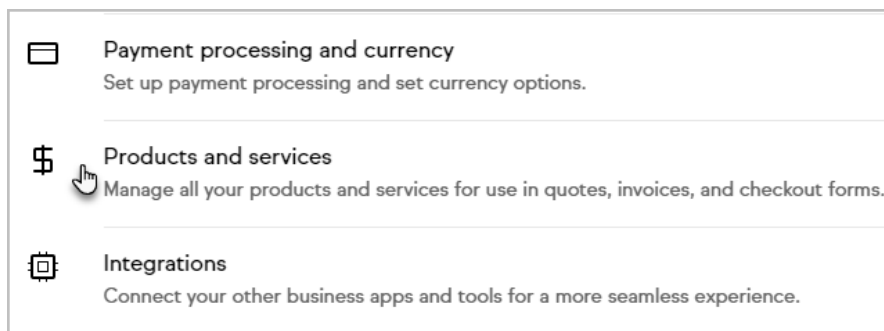
This article applies to:

## Add a sales tax template

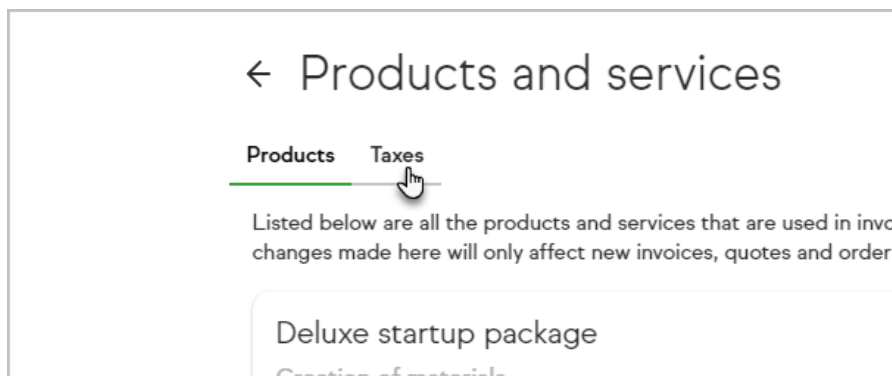
1. Click your profile icon and select **Settings**



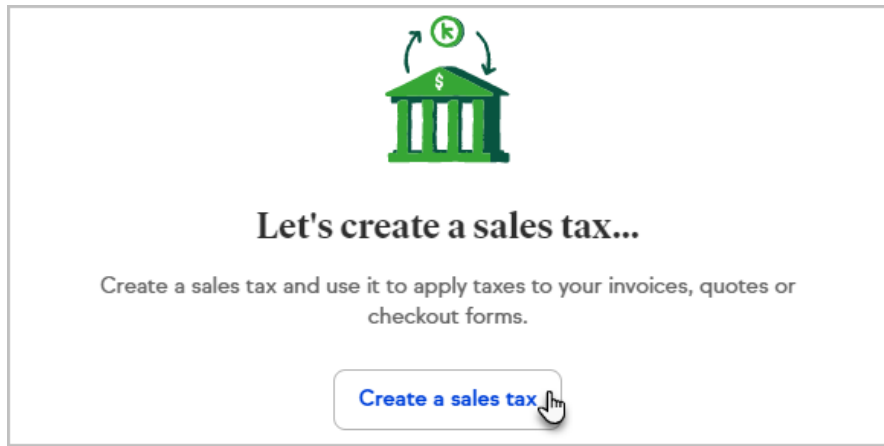
2. Click **Products and services**



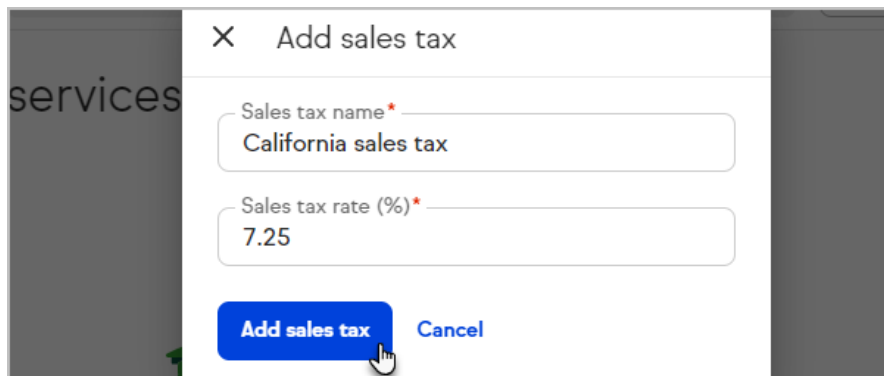
3. Click **Taxes**



4. Click **Create a sales tax** or **Add > Sales tax**

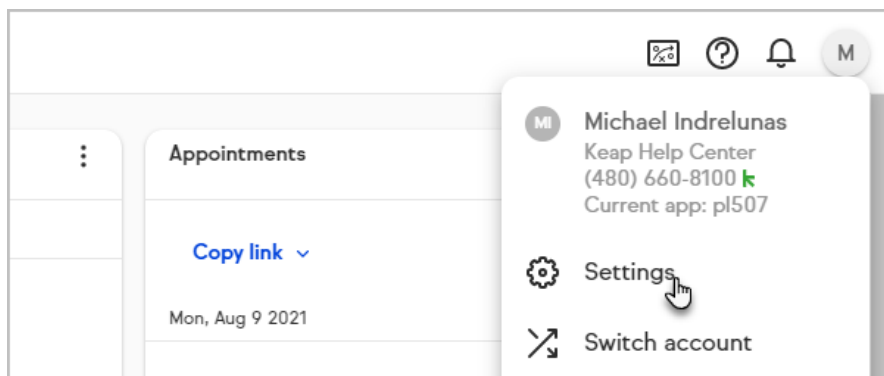


5. Enter a Sales tax name and Sales tax rate (%)
6. Click Add sales tax

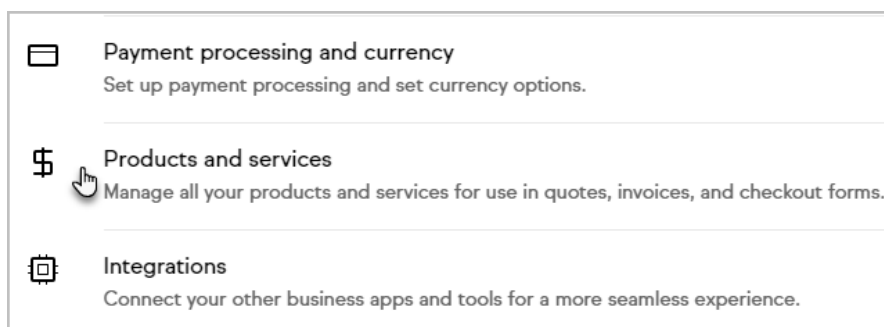


## Apply sales tax to a products

1. Click your profile icon and select Settings



2. Click Products and services



3. Click **Edit**

Deluxe startup package  
Creation of materials  
Price  
\$80.00

Edit

4. Select **Charge tax on this product**

Price  
80

Charge tax on this product

Save Cancel Delete product

5. Click **+ Add another sales tax**

Price  
5

Charge tax on this product

*Info* Sales tax selected here will be automatically applied when you use this product in your invoices.

Test Checkout Tax 5% X

6. Select an existing sales tax or add a new one

Select a sales tax

+ Add a new sales tax

California sales tax

7. Click **Save**

California sales tax 7.25% X

+ Add another sales tax

Save Cancel Delete product

**Please note:** Sales tax will **NOT** automatically be applied to either **Quotes** or **Checkout Forms**. You would either need to add another product to your **Quote** or **Checkout Form** to include the tax amount, or you can attempt to collect after the completion of purchase.

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