



How to Input Shipping Costs on MedfordArtsBoutique.com

1. Go to MedfordArtBoutique.com
2. Click on **Edit My Site** in the bottom right-hand corner of Home Page
3. Sign in: GiftBoutiqueMedfordArts@gmail.com
 - a. Password: See Pat or Lesha for information
4. Scroll down to **Advance Commerce Settings** and *Click* (See below)
5. Click on **Shipping Amount Override** and type in appropriate shipping costs.
 - a. If item is for *in-store pick-up only*, Insert **00.00**
 - b. Any item that does not fit into a priority shipping box should be marked as in-store pick-up only.
 - c. If an item is **in-store pick-up only**, include this in the title of the item.
6. **Number Available for Sale**-Add inventory here
7. Click on **Save Changes** at bottom of page

A screenshot of a web form titled "Hide advanced Commerce Settings". The form contains several input fields and checkboxes. Red arrows point to three specific elements: the "Shipping Amount Override" field (with a dollar sign and a yellow highlight), the "Number Available For Sale" field (with a yellow highlight), and the "Save Changes" button at the bottom left (with a yellow highlight). Other fields include "Shipping Discount Percent", "Price Display Note", "Framed Price", "Framed Price Display Note", "User CTA Button Text", "User CTA Button URL", "RetailPrice IncludesShipping", "RetailPriceB IncludesShipping", "Framed Vertical Size", "Framed Horizontal Size", "alt tag", "Date Published", and "Digital Delivery URL".



Breakable/Delicate Items Shipping Costs

Larger Items are for In-Store Pick-up Only



Priority Mail 1-Day™ Large Flat Rate Box

Maximum Item Size:

21-11/16" x 9-3/4" x 1"

USPS-Produced Box Size:

23-11/16" x 11-3/4" x 3"

or

Maximum Item Size:

10" x 10" x 3-1/2"

USPS-Produced Box Size:

12" x 12" x 5-1/2"

Shipping Cost: \$23.10



Priority Mail 1-Day™ Medium Flat Rate Box

Maximum Item Size:

11-5/8" x 9-7/8" x 1-3/8"

USPS-Produced Box:

13-5/8" x 11-7/8" x 3-3/8" or

or

Maximum Item Size:

9" x 6-1/2" x 5-1/2" x 3-1/2"

USPS-Produced Box:

11" x 8-1/2" x 5-1/2"

Shipping Cost: \$17.05



Mail 1-Day™ Small Flat Rate Box

Maximum Item Size:

6-5/5" x 3-3/8" x 5/8"

Cost: \$9.30

USPS-Produced Box:

8-5/8" x 5-3/8" x 1-5/8"



Priority Mail 2-Day

Maximum Item Size:

10" x 10" x 10"

Cost: \$17.40

Standard White Cardboard Box:

12"x12"x12"



Non-Breakable including Jewelry Shipping Costs

(For larger items contact Pat or Lesha for shipping Costs)



Priority Mail 1-Day™

Legal Flat Rate Envelope

USPS-Produced Envelope Size:

15" x 9-1/2"

Cost: \$9.40



Priority Mail 1-Day™ *Padded* Flat Rate Envelope

USPS-Produced Padded Envelope Size:

12-1/2" x 9-1/2"

Cost: \$9.40
