

shopify

Unsaved order

Cancel Save

Home

Orders 41

All orders

Drafts

Abandoned checkouts

Products

Customers

Analytics

Discounts

Apps

SALES CHANNELS

Online Store

Settings

Orders

Create order

Order details

Reserve items Add custom item

Search products Browse products

2. Custom Product Options
XS
SKU: 43WPLBR1

\$98.00 x 1 \$98.00 x

Notes

Add a note...

Add discount

Subtotal \$98.00

Add shipping

Taxes

TX State Tax 6.25% \$0.00

Houston Municipal Tax 2% \$0.00

Total \$98.00

EMAIL INVOICE Email invoice

ACCEPT PAYMENT Mark as paid Mark as pending Pay with credit card

Find or create a customer

Urgent, reviewed, wholesale

To add options to a manually created order, click Add custom item

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Create order

Add custom item

Line item name	Price per item	Quantity
Option	\$ 1.00	1

Item is taxable
 Item requires shipping

Cancel Save line item

Notes

Add a note...

Add discount

Subtotal

Add shipping

Taxes

TX State Tax 6.25% \$0.00

Houston Municipal Tax 2% \$0.00

Total \$98.00

EMAIL INVOICE Email invoice

ACCEPT PAYMENT Mark as paid Mark as pending Pay with credit card

Find or create a customer

Urgent, reviewed, wholesale

Select if the option is taxable or Requires shipping

Give the option a name (ex: field name: option selected)

Add a price if this option is an upcharge

Change the Quantity if more than one

Click Save

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< Orders

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Order details

Reserve items Add custom item

Search products Browse products

	2. Custom Product Options XS SKU: 43WPLBR1	\$98.00	x	1	\$98.00	x
	Option Does not require shipping	\$1.00	x	1	\$1.00	x

Find or create a customer

Search customers

Tags

Urgent

Notes

Add a note...

Add discount

Subtotal \$99.00

Add shipping

Taxes

TX State Tax 6.25% \$0.06

Houston Municipal Tax 2% \$0.02

Total \$99.08

Cancel Invoice

Your custom option

Click Save to save the new order