

# USER MANUAL EDIT COMPANY

The **Edit Company page** lets you update your company profile including business details, billing setup, GST, trading hours, commission, and GPS location. You can also set service areas and zones so customers know where your bin hire services are available.

# Edit Company

**Edit Company**

**Company Name** required  
 All Day Bins & Tradeables

**Contact Name** required  
 Andrew

**Phone Number** required  
 015 6273 3239

**Email** required  
 info@alldaybins.com.au

**Street Number** required  
 30-37

**Billing Address** required  
 30-37 Jackson Street, Herd-Glenashley 7603, WA

**Suburb** required  
 Herd-Glenashley

**State** required  
 Western Australia

**Postcode** required  
 7603

**ABN** optional  
 80 545 574 002

**Website** optional  
 www.alldaybins.com.au

**Mobile Phone** optional  
 015 6273 3239

**Email 2** optional

**Unit / Lot** optional

**Customer Service Contact** optional

**Customer Service Phone** optional

**Customer Service Mobile** optional

**Trading Hours** optional

**Trading Hours Note** optional

**By ticking these fields, your bin hire services are eligible to be booked on the weekend. If you not ticking these fields, then the system will exclude you from the weekend bookings.**

☐ Open on Saturday

☐ Open on Sunday

**Comments / Notes** optional

**Commission** optional  
 0

**Pricing Level**

☐ Agree for site account price

☒ Agree for business account price

☐ Active Free trial for one month

☒ Show Task On Address

**Set GPS** optional  
 34.1203333

**Map** optional

**Service area for: All Day Bins & Tradeables**

**ZONE 1**

**ZONE 2**

**ZONE 3**

**ZONE 4**

**ZONE 5**

**ZONE 6**

The Edit Company page lets you manage all your business details, including:

- **Business Info:** Company name, contact person, website, and ABN.
- **Contact Details:** Phone numbers, emails, and customer service contacts.
- **Billing Setup:** Street address, suburb, state, postcode, and country.
- **GST Settings:** Configure GST percentage and rental GST, inclusive or exclusive.
- **Trading Hours:** Add working hours, notes, and weekend availability.
- **Commission & Pricing:** Set commission rates, VIP or business account pricing, and trial options.
- **Admin Options:** Choose to show tasks in the admin panel.
- **Location (GPS):** Add latitude/longitude to pinpoint your business on the map.
- **Service Areas:** Define zones by suburb and postcode so customers know where your bin hire service is available.