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Add Fees to Package Pricing

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Whether you're charging a one-time fee or building in ongoing costs like credit card processing, Kilo gives you flexible ways to apply fees while keeping your billing clean and accurate.

This guide will show you:

- How to include **ongoing fees in billing plans**
- How to apply the correct pricing based on payment method

When to Use Each Fee Type

Kilo supports two types of fees, depending on your use case.

Use One-Time Fees When:

- Applying a one-off service charge that doesn't require reservations (like virtual services)
- Selling non-physical or miscellaneous items

□ These are added using [Fees & Misc. Products](#)

Use Billing Plans for Ongoing Fees When:

- Charging credit card processing fees
- Offering different pricing for cash vs card
- Building fees into recurring memberships

□ These are built directly into the **package pricing**

Note

For recurring or consistent fees (like credit card fees), these should be built into the billing plan total.

Important: Fees added this way do not appear as a separate line item. They are included in the total package price. This keeps billing simple and avoids extra transactions

How to Set Up Billing Plans with Fees

Packages in Kilo can have **multiple billing plans**, which allows you to offer different pricing based on payment method.

Example:

- One price for **credit card payments**
- One price for **cash or bank draft**

Step 1: Calculate Your Fee

Determine the total cost including your fee.

Example:

- Base membership: \$150
- Credit card fee: \$6
- New total: \$156

Step 2: Create Multiple Billing Plans

1. Go to **Products → Packages**
2. Create or edit a package
3. Add your billing plan

Create separate billing plans such as:

- **Standard (Card)** → includes fee (e.g., \$156)
- **Standard (Cash/ACH)** → no fee (e.g., \$150)

Tip:

Billing plan names are for internal use only. Athletes do not see them, so name them clearly for your team.

Step 3: Apply the Correct Billing Plan

When assigning the package to an athlete:

1. Confirm the athlete's **payment method**
Select the appropriate billing plan:
 - Card → use the higher-priced plan
 - Cash/ACH → use the standard plan

This ensures the correct fee is applied automatically going forward.

Important Notes & Best Practices

To keep billing accurate, consistent, and easy to manage:

- Build **ongoing fees** (like credit card fees) directly into the **billing plan total**
- These fees will **not appear as separate line items** on invoices
- Use **Fees & Misc. Products** for **one-time charges only**
- Select the correct **billing plan when assigning a package** (this is not automatic)
- Always match the billing plan to the athlete's **payment method**
- Clearly label billing plans for **internal use** (athletes do not see these names)
- Avoid mixing one-time fees and billing plan fees for the same purpose

Note

Additional Use Cases for Multiple Billing Plans

Billing plans can be used for more than just payment method differences.

You can also create different plans for:

- Staff discounts
- Family member pricing
- Founding member rates
- Student or military discounts
- Promotional pricing
- Hybrid memberships (different access levels)

This allows you to manage all pricing variations within a single package.

If you need help setting up fees or billing plans in Kilo GMS, our Support team is happy to assist. Email hello@usekilo.com anytime.