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Add Fees to Package Pricing

Laura Gibson - 2026-09-11 - [Packages & Memberships](#)

Fees come in two shapes, and Kilo GMS handles each one differently. A **one-time charge** is a product you sell once. An **ongoing fee**, like a credit card processing fee, belongs inside the package price itself. This article covers the second kind: building recurring fees into billing plans, and using more than one billing plan so athletes pay the right amount for their payment method.

What you can do with fees on package pricing

- Build a recurring fee into the package price
- Offer different pricing for card payments and cash or bank draft
- Keep invoices to a single line rather than splitting out the fee
- Use multiple billing plans on one package for discounts, family rates, and promotions

One-time charges vs. ongoing fees

Situation	Use
A one-off service charge that needs no reservation, such as a virtual service	Fees & Misc. Products
Selling a non-physical or miscellaneous item	Fees & Misc. Products
Credit card processing fees	A billing plan
Different pricing for cash and card	A billing plan
A fee built into a recurring membership	A billing plan
Note	

A fee built into a billing plan does not appear as a separate line item. It is included in the total package price. This keeps billing simple and avoids extra transactions, so athletes see one clean charge rather than two.

Build an ongoing fee into a billing plan

A package can carry more than one billing plan, which is what lets you charge card payers and cash payers different amounts for the same membership.

Step 1: Work out the total

Add the fee to your base price and use the result as the plan total. A \$150 membership with a \$6 card fee becomes a \$156 plan.

Step 2: Create a plan for each price

1. Go to **Products → Packages**.

2. Create or edit the package.
3. Add a billing plan for the card price, named something like Standard (Card).
4. Add a second billing plan for the cash price, named something like Standard (Cash/ACH).
5. Save the package.

Billing plan names are internal. Athletes never see them, so name them for whoever on your team will be picking one at the point of sale.

Apply the right billing plan

Kilo does not match the plan to the payment method for you. This is a manual step every time.

1. Confirm the athlete's payment method before you apply the package.
2. Select the higher-priced plan for card payments.
3. Select the standard plan for cash or bank draft.

Once the right plan is applied, the correct amount is billed automatically from then on.

Warning

Selecting the wrong plan means the athlete pays the wrong amount on every future invoice, not just the first one. Check the payment method before you choose the plan.

Other uses for multiple billing plans

Payment method is the most common reason to run several plans on one package, but the same approach covers any pricing variation:

- Staff discounts
- Family member pricing

- Founding member rates
- Student or military discounts
- Promotional pricing
- Hybrid memberships with different access levels

All of these live inside a single package rather than requiring a duplicate of it.

Frequently asked questions

Will the fee show as a separate line on the invoice?

No. A fee built into a billing plan is part of the total package price. Athletes see one charge. If you need the fee itemized separately, it is a one-time charge and belongs in Fees & Misc. Products instead.

Does Kilo pick the right billing plan automatically based on payment method?

No. You select the plan when you apply the package. There is no automatic matching, which is why confirming the payment method first matters.

How do I charge card payers more than cash payers?

Build two billing plans on the same package, one with the fee included and one without. Apply the card plan to athletes paying by card and the standard plan to everyone else.

Can I add a fee to athletes who already have the package?

They move to the new pricing when their package renews. Editing a billing plan does not change active packages, so anyone currently on the old rate keeps it until renewal.

Should I use a one-time fee or a billing plan fee?

Use a billing plan for anything that repeats and a one-time fee for anything that does not. Mixing the two for the same purpose makes invoices hard to reconcile later.

Can one package have more than two billing plans?

Yes, as many as you need. Gyms commonly run card pricing, cash pricing, a staff rate, and a founding-member rate on one package.

Helpful tips

- Calculate the fee before you build the plan. Changing a plan price later only affects athletes at renewal.
- Name plans so the price and the payment method are both obvious, since your team is choosing from a dropdown at the point of sale.
- Build the fee into the total rather than adding a separate product. One charge is easier for athletes to understand and easier for you to reconcile.
- Keep one-time fees in Fees & Misc. Products. Anything that repeats belongs in a billing plan.
- Avoid running the same fee through both routes. Pick one and stay with it.

If you have questions about fees and package pricing in Kilo GMS, our Support team is happy to help. Reach us at **hello@usekilo.com**.

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