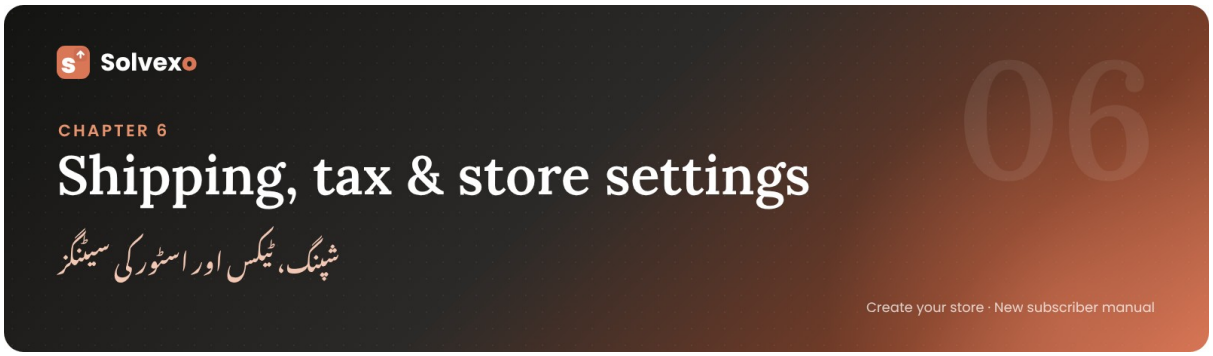


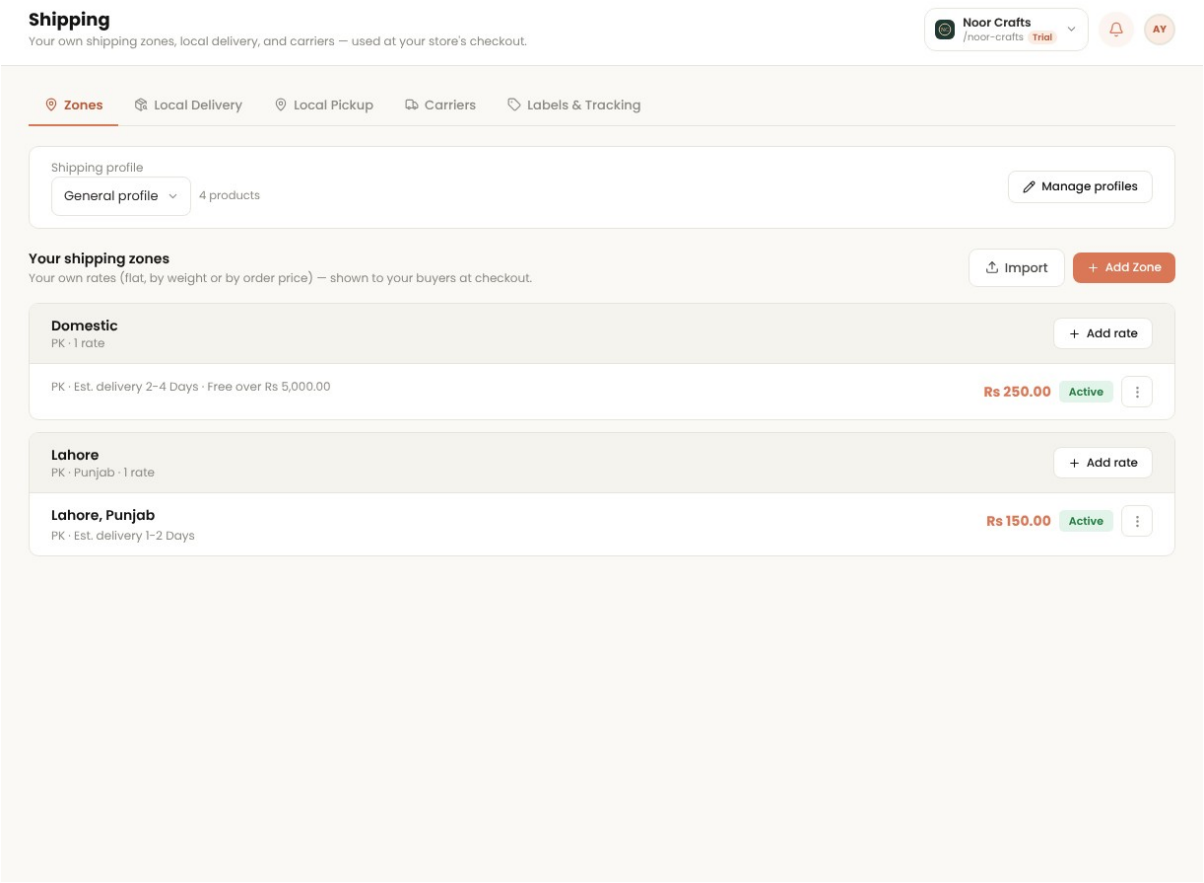
Chapter 6: Shipping, tax and store settings

If you sell physical products, add at least one shipping zone: until you do, buyers can't choose a delivery option at checkout. Then check your store details, tax and policies.

Screen 6.1: Shipping

Use case: set where you deliver, how much delivery costs, and how long it takes. You can also offer local delivery or pickup from your shop.

Where: **Orders → Shipping** (or **Review rates** in the Setup Guide)



Shipping page, Zones tab, with a Domestic rate and a Lahore rate

To add a shipping zone:

1. On the **Zones** tab, click **Add Zone**.

2. Fill in the zone:

Field	What to enter	Example
Country	Where you deliver	Pakistan
Province / State	Leave empty to cover the whole country	Punjab
Region name	A name for this zone	Domestic
Rate type	**Flat rate**, **Based on order weight (kg)** or **Based on order price**	Flat rate
Price *	The delivery charge	250
Free shipping over	Order total above which delivery is free (optional)	5,000
Estimated delivery time	Shown to buyers	2-4 Days
Status	**Active — shown to buyers at checkout**	Active

3. Save.

What you'll see: the zone in the list, and **Review shipping rates** ticked in the Setup Guide.

Other tabs:

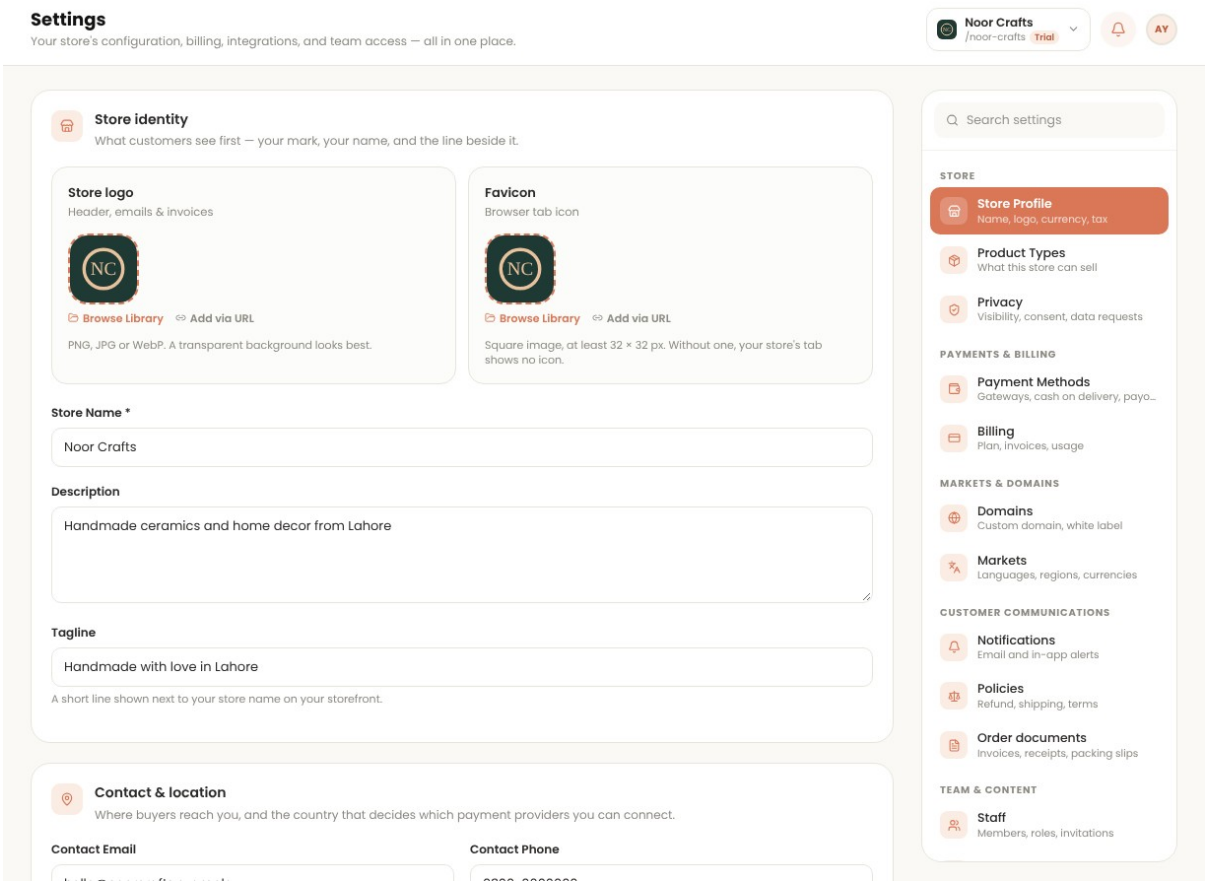
- **Local Delivery:** click **Add Area** to deliver within a distance (**Delivery radius (km)**) or to certain **Postal codes**.
- **Local Pickup:** click **Add Location** to let buyers collect from your shop. Add the **Pickup address** and **Pickup instructions**.
- **Carriers:** click **Add Carrier** to save your courier's name and tracking link, so buyers can track parcels.

> Tip: weight-based rates use the **Shipping Weight** you enter on each product (Chapter 4).

Screen 6.2: Settings → Store Profile

Use case: your store's name, logo, contact details, language and tax. Buyers see this information on your storefront, emails and invoices.

Where: **Settings → Store Profile**



Settings, Store Profile tab: Store identity with logo, favicon, name, description and tagline

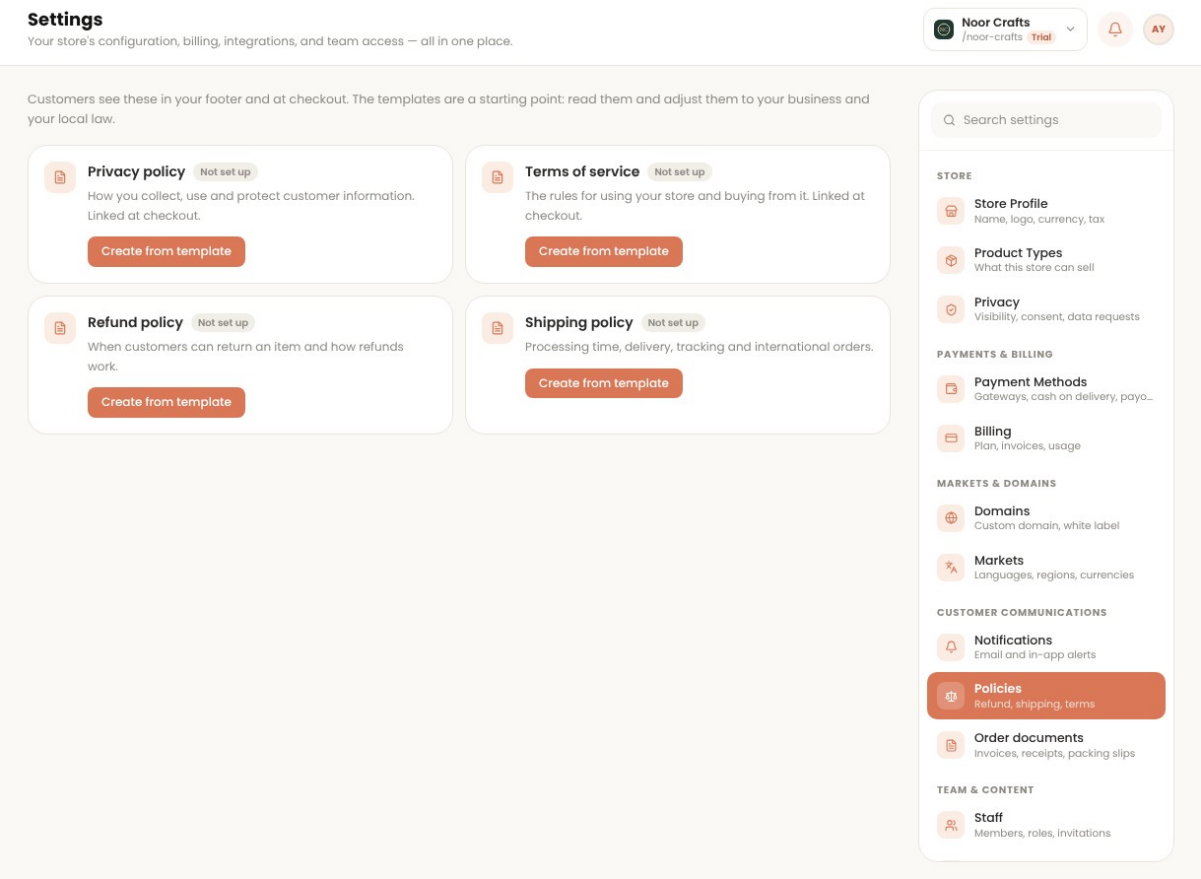
1. Under **Store identity**, check your **Store logo**, add a **Favicon** (the small icon in the browser tab), and check **Store Name***, **Description** and **Tagline**.
2. Under **Contact & location**, add the **Contact Email** and **Contact Phone** buyers can use, and check the **Time zone**.
3. Under **Language & prices**, choose your **Store language** and how prices appear (**Symbol only**, **Currency code only**, or **Symbol and code**).
4. Under **Tax & duties**, enter your **Tax Rate (%)** if you charge sales tax, and choose whether **Prices include tax**. Use **+ Add tax region** for different rates in different provinces or countries.
5. Under **Inventory & reviews**, set the **Low stock threshold** (default 10) and choose whether reviews need your approval.
6. Click save in the bar at the bottom.

What you'll see: Store profile updated successfully.

> Note: your web address and store currency can't be changed here. They are shown read-only under **Plan & status**.

Screen 6.3: Settings → Policies

Use case: the Refund, Shipping, Privacy and Terms pages buyers expect to see before they buy.



Settings, Policies tab with the four policies and Create from template

1. Open **Settings → Policies**.
2. For each policy (**Privacy policy**, **Terms of service**, **Refund policy**, **Shipping policy**), click **Create from template**.
3. Edit the text to match how your store really works, then publish it.

What you'll see: the status changes from **Not set up** to **Published**.

Screen 6.4: Other settings worth a look

Settings tab	Use it to
Product Types	Switch physical, digital or educational products on or off
Notifications	Choose the emails buyers get, their look and sender, and your own alerts
Order documents	Set up invoices, receipts and packing slips with your business details
Privacy	Choose who can see your storefront (Chapter 9) and set up the cookie banner
Staff	Invite team members, each with their own login and access (number of

Settings tab	Use it to
	staff depends on your plan)
Activity Log	See who changed what, and when

باب 6: شپنگ، ٹیکس اور اسٹور کی سیٹنگز

اگر آپ فزیکل مصنوعات بیچتے ہیں تو کم از کم ایک شپنگ زون ضرور بنائیں، ورنہ خریدار چیک آؤٹ پر ڈیلیوری کا طریقہ منتخب نہیں کر سکیں گے۔

اسکرین 6.1: Shipping

استعمال: کہاں ڈیلیور کرتے ہیں، کتنے پیسے لیتے ہیں اور کتنا وقت لگتا ہے۔

1. **Orders → Shipping** میں **Zones** ٹیب پر **Add Zone** پر کلک کریں۔
2. **Country**، **Region name**، **Rate type** (مثلاً **Flat rate**)، **Price*** (مثلاً 250) لکھیں۔ اگر چاہیں تو **Free shipping over** اور **Estimated delivery time** بھی لکھیں۔
3. **Status** کو **Active** رکھ کر محفوظ کریں۔

آپ کیا دیکھیں گے: زون فہرست میں آ جائے گا اور Setup Guide میں **Review shipping rates** پر ٹک لگ جائے گا۔

دیگر ٹیبز: **Local Delivery** (قریبی علاقوں میں ڈیلیوری)، **Local Pickup** (دکان سے وصولی) اور **Carriers** (کوریئر کا نام اور ٹریکنگ لنک)۔

اسکرین 6.2: Settings → Store Profile

استعمال: اسٹور کا نام، لوگو، رابطے کی تفصیلات، زبان اور ٹیکس۔ **Contact Email** اور **Contact Phone** شامل کریں، **Tax & duties** میں **Tax Rate (%)** لکھیں اور بتائیں کہ قیمت میں ٹیکس شامل ہے یا نہیں (**Prices include tax**)، پھر نیچے محفوظ کریں۔ کامیابی پر **Store profile updated successfully.** نظر آئے گا۔

اسکرین 6.3: Settings → Policies

استعمال: واپسی، شپنگ، پرائیویسی اور شرائط کے صفحات۔ ہر پالیسی پر **Create from template** پر کلک کریں، متن اپنے کاروبار کے مطابق درست کریں اور شائع کریں۔ اسٹیٹس **Not set up** سے **Published** ہو جائے گا۔

اسکرین 6.4: دیگر سیٹنگز: Product Types (مصنوعات کی اقسام)، Notifications (ای میل اطلاعات)، Order documents (انوائس اور رسید)، Privacy (اسٹور کون دیکھ سکتا ہے)، Staff (ٹیم ممبرز) اور Activity Log (کس نے کیا بدلا)۔