





# Service Schedules

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## **About Service Schedules:**

Service schedules itemize all of the services provided to tenants. For each service, you can specify whether it is billable or not (if the service is not billable, the cost is still tracked) as well as the billable amounts, if the service is billable.

When closing a work order, services provided are inserted for billing and reporting. The rules and rates for services are property-specific; however, Axis Portal can also accommodate tenant-specific rules and rates. The list of services is conveniently grouped by request type on the **Service Schedules** page and there is no limit to the number of services per **Request Type**.

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## **Note:**

- Tenants do not see the list of services provided and amounts.
  - You can add as many services as you need for each **Request Type**.
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