

Accounting Guide

2025



Selling Fees & Payment



Commission:

- 15% Marketplace | 7% ezOrdering **Payment Transaction Fee:**
 - 2.99%



Payments sent weekly on Tuesdays via ACH direct deposit



Billing cycle: Monday-Sunday

Example Order

(subtotal + delivery fe	e) Commission -\$	573.22
2.99% (subtotal + delivery + tax)	Payment Transaction Fee -	\$14.41
Total	\$5	76.86
Click to learn more about tax remittance	Tip \$	88.75
Sales tax remitted in certain states Sales Tax Re	emitted by ezCater -\$3	35.88
Sales tax paid by customer	7.35% Sales Tax \$	35.88
Customer facing delivery fee set by location Delivery Fee		\$44.37
	ge ioidi odbioidi	70.77
Food and beverag	re total Subtotal \$4	43.7

Viewing Payments

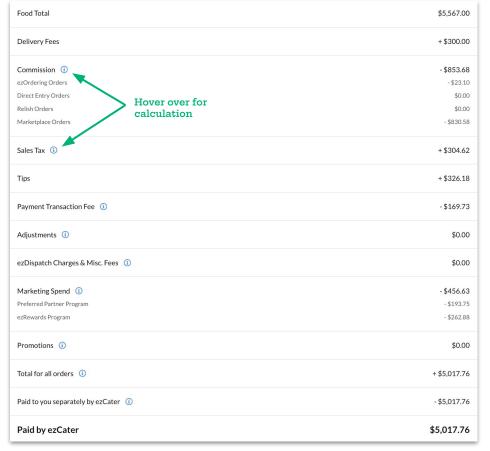
Financials Tab

- View previously processed payments
- Each location receives a separate payment, even if going to same bank account
- Click into each payment for a full breakdown and a list of orders from the billing cycle

Open payment details

Recipient	Amount	
Rusty Russells B.B.Q. #1234 (Rusty Russells B.B.Q.) 1862 Auburn Rd, Ste 117, Dacula, GA 30019	\$5,017.76	View Details

Payment Breakdown



Automatic ezDispatch Pricing

Definitions:

Delivery Fee

Fee paid by the customer, to the restaurant

ezDispatch Fee

10% of the food subtotal, with a minimum of \$30.

Delivery Commission

Delivery fees are subject to commission based on the order source (ie. Marketplace is 15%).

Effective Cost

ezDispatch fee always = customer delivery fee - therefore effective cost = commission rate x delivery fee.

Example Marketplace order

When using ezDispatch for all your orders, we match the customer-facing delivery fee to the cost of ezDispatch

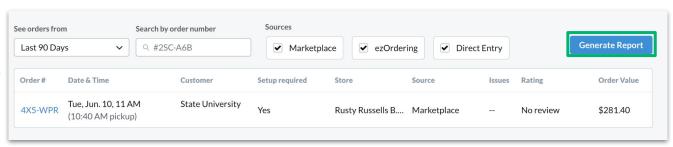
Food Subtotal	\$200.00
Delivery Fee (Paid by your customer)	+\$30.00
ezDispatch Fee (Paid by you to ezCater)	-\$30.00
Delivery Commission (15% for Marketplace)	-\$4.50
Effective cost paid for ezDispatch	-\$4.50

The ezDispatch cost is always 10% of food subtotal (minimum \$30)

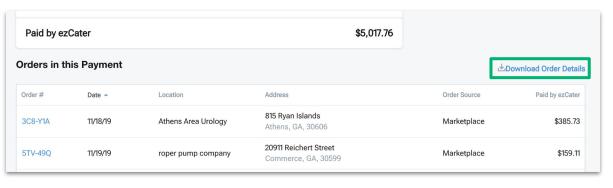
** All customer tips are passed directly to the delivery partner **

Creating Order Reports

Create Order Reports via Completed/Rejected tabs



Create Payment Order Report when viewing a payment in Financials tab



Click here to download a sample report

Watch this video to see how to view payments in your ezManage!

