

CostLogger

Welcome — you're all set.

Simple • Private • Your rates never leave your device

You've made a great choice.

CostLogger was built for small manufacturing shops that need to turn RFQs into professional, priced quotes in minutes — without enterprise software complexity, monthly fees, or a single hour of setup.

Everything is already set up. There is no account to create, no wizard to complete, and no data to import. Open the app, quote your first job, and CostLogger learns your shop's rates as you work. This guide walks you through it in a few minutes — no training required, no IT support needed.

Your CostLogger at a Glance

Website	costlogger.com — bookmark it; that's your home base
Price	\$599 one-time — everything included. No subscription, no per-seat fees, no tiers.
License	Perpetual and company-wide — everyone at your shop can use it. Full terms: the Terms & Privacy link in the site footer.
Guarantee	30-day money-back — email ideas@costlogger.com within 30 days of purchase.
Devices	Unlimited — one license covers your whole company; each device unlocks once.
Your data	Stored on your device, in your browser — never sent to any server or cloud
Support	Self-service by design · ideas and bug reports: ideas@costlogger.com

What CostLogger is — and isn't

CostLogger is a quoting tool: RFQ in, branded PDF quote out. It is not a cloud ERP, it does not hold your data hostage on someone else's server, and it will never make you sit through a setup wizard. Because your data lives on your device, two habits matter: use CostLogger on the same browser and device where your quotes live, and back up regularly (covered on page 5).

Getting In

costlogger.com opens on the CostLogger site. Click **Open CostLogger** to reach the app. The first time on any device you'll see an unlock screen:

- **Just purchased?** After checkout you're returned to CostLogger already unlocked on that device — nothing to enter.
- **New device?** Enter your access code and click Unlock. Each device only asks once.

The site footer has the things you'll want later: Terms & Privacy, this guide, and the support address.

Your First Quote in 5 Minutes

Once you're in, you're already on the **New Quote** tab. Follow along with a real RFQ from your inbox — a practice entry works too.

- 1 **Who & what.** Enter the customer, the part name or number, and the quantity. RFQ reference, drawing/rev, and due date are there when you need them — skip what you don't.
- 2 **Add materials.** Pick a material from the built-in list (start typing — it suggests) or type your own. Enter quantity, your cost per unit, and a waste percentage if scrap matters on this job.
- 3 **Add operations.** Same idea: CNC milling, welding, deburring — pick or type, then enter hours and your shop rate per hour. Flat costs like outside processing or freight go under Other Costs.
- 4 **Set your Gross Margin %.** The Cost Stack on the right prices the job live as you type — total cost, quote price, and per-unit price update with every keystroke.
- 5 **Save, Preview, Print.** Save records the quote in your history. Preview shows the customer-facing document with your shop name, logo, and terms. Print / Save as PDF produces the file you email. (There's a second view, the internal cost sheet — see page 4.)

The important part: anything new you typed — a material, an operation, a cost, a rate — was just remembered. Your second quote is faster than your first, and your tenth is faster still. That's the whole design.

The Library That Builds Itself

Open the **Library** tab. You'll see two panels — Materials and Operations — pre-loaded with the common items small shops quote every week: aluminum and steel grades, plastics, sheet and tube stock, CNC milling and turning, welding, finishing, inspection, and more.

Gray dot vs. green dot. A gray dot means a built-in starter item that doesn't know your numbers yet — it shows “no cost yet” or “no rate yet.” A green dot means the item carries your cost or rate — either learned automatically the first time you used it in a quote, or added by you directly.

Two ways your library grows:

1. **In the flow of quoting** (the usual way). Use “Stainless 304” in a quote and enter \$4.20/lb — from then on, picking Stainless 304 auto-fills \$4.20. Change it on a future quote and the library updates. You never maintain it; it maintains itself.
2. **Directly in the Library tab.** Each panel ends with an add row: type a name, a cost or rate, and press Add. Typing a name that already exists updates its number instead of duplicating it — handy when your aluminum supplier raises prices and you want the library current before the next RFQ.

Your rates are competitive information. They are stored only on your device and are never transmitted anywhere. Nobody — including us — can see what you pay for material or charge for labor.

Pricing, In Your Language

CostLogger prices with Gross Margin, and shows the markup equivalent alongside it, because the two are cousins that get confused at expensive moments:

Margin	Profit as a share of the sale price (Profit ÷ Sale Price)
Markup	Profit as a share of the cost (Profit ÷ Cost)
Example	A part costs \$100 to make and sells for \$150: that's a 50% markup but only a 33.3% margin

The Gross Margin % field in the Cost Stack drives your price, and the markup equivalent is displayed right below it — so whichever way you or your customer talks about profit, both numbers are always in front of you. Set your default in Settings; adjust per quote whenever a job deserves it.

Two Print Views, On Purpose

A quote has two very different audiences, so CostLogger gives you two deliberately separate print views. In the Preview bar you'll find **Print** and a **Cost sheet (internal)** button:

View	Who it's for	What it shows
Customer quote	Your customer	Displays the quote only — item, quantity, quoted price, per-unit price, your shop branding and terms. Never your costs, labor rates, waste, or margin.
Cost sheet (internal)	You and your team	Restricted, sensitive cost data — for company internal records only: materials with unit costs and waste, labor hours and rates, other costs, total cost, gross margin %, markup %, and profit. Carries a red INTERNAL — NOT FOR CUSTOMER banner.

Send the right one. The preview always reopens on the customer view — the cost sheet requires a deliberate click, and the Print button prints whichever view is on screen. Before you email a PDF, glance at the top: if you can see a red banner or your margin, that one stays in the shop.

The ISO Layer (the Compliant view)

The **Core / Compliant** toggle in the header is a view preference — your \$599 purchase includes everything. Core keeps the screen lean; Compliant adds the documentation layer that ISO 9001-certified shops (and shops working toward certification) need at the quoting stage:

Compliant feature	What it does	ISO 9001:2015
Contract Review checklist	Five-point review of requirements, with reviewer and date, captured on every quote	Clause 8.2.3
Sign-offs	Prepared-by / approved-by recorded and printed on the quote's Authorization block	Clause 8.2
Revision control	Rev letters (A, B, C...) with a supersession trail — who revised what, when	Clause 8.2.4
Quote → PO linkage	Customer PO # and internal work-order # tie the quote to the order it became	Clause 8.2 traceability

Audit-ready from day one. Compliant doesn't block a quote when the review is incomplete — it flags it. Your team keeps moving; the record shows the gap. That's what auditors actually want to see.

Your Data Lives on Your Device

CostLogger loads from the web, so you need an internet connection to open it. Once it's open, everything you type saves directly to your browser on that device — quotes, rates, settings. Nothing is sent to any server or cloud.

Think of CostLogger as a digital clipboard, not a shared cloud account. Everything you enter is saved only on the specific device and browser where you entered it. Quotes do not sync or carry over between devices — each device keeps its own separate set of records. That's by design: your rates stay private, on your own hardware.

What this means in practice:

- **Set up each device individually.** Every phone, tablet, laptop, or PC that will use CostLogger unlocks once with your access code. Your purchase licenses your whole company — unlimited devices — but each device is activated on its own.
- **Quotes stay on the device that created them.** A quote written on the shop-floor tablet will not appear on the office PC, and vice versa. There is no central server tying them together.
- **To move records between devices,** use **Settings** → **Export backup (JSON)** on one device, transfer the file, then **Settings** → **Import backup (JSON)** on the other. This is the only way records travel. Importing replaces what's on that device, and it asks you to confirm first.
- **Clearing a browser's data erases that device's records.** Always keep a current backup file so nothing is lost.

Rule of thumb — one device = one clipboard. Decide which device is the record of truth for your quoting (for example, the front-office PC) and back it up regularly: **Settings** → **Export backup (JSON)** after every quoting session. The backup file is your complete quote history and rate library in one file.

Set Up Each Device (Once)

CostLogger runs in your web browser — there's nothing to download from an app store. Open the site, unlock once, and, if you like, add it to your home screen or desktop so it opens like a normal app. Do this once per device.

Device	How to set it up
iPhone / iPad	Open Safari, go to costlogger.com , click Open CostLogger, and enter your access code once. Home-screen icon: tap the Share button (square with an up-arrow) → Add to Home Screen → Add.
Android phone / tablet	Open Chrome, go to costlogger.com , and unlock once. Tap the three-dot menu (top-right) → Add to Home screen → Add.
Mac (MacBook, iMac)	Open Safari or Chrome and unlock once, then bookmark the page (Cmd-D). In Safari you can also choose File → Add to Dock. In Chrome: three-dot menu → Cast, Save & Share → Install page as app.
Windows PC / laptop	Open Chrome or Edge and unlock once. Click the install icon in the address bar, or open the three-dot menu → Apps → Install this site as an app. It then opens in its own window like desktop software.
Any other device	Any modern browser (Chrome, Safari, Edge, or Firefox) works. Unlock once and bookmark the page.

You don't have to install it. Home-screen icons are optional — they just make CostLogger quicker to reach. At minimum, bookmark costlogger.com on each device so it's always one tap away. Remember: whatever you enter stays on that device.

Browser Tips & Troubleshooting

CostLogger works in all modern browsers. If something doesn't look right, the fix usually takes less than a minute.

Clear your cache (fixes most display issues):

Browser	Windows / PC	Mac
Chrome / Edge / Firefox	Ctrl + Shift + Delete	Cmd + Shift + Delete
Safari (Mac)	N/A	Cmd + Option + E
Hard refresh after clearing	Ctrl + Shift + R	Cmd + Shift + R

Quick Fix Reference

If you see this...	Try this first
App not loading or looks broken	Clear cache and hard refresh (see above). Fixes 90% of display issues.
Access code not working	Type it exactly as given, in CAPITALS with no spaces — it never changes. Still stuck? Refresh the page and try again.
Quotes or rates not showing up	Confirm you're on the same browser and device where you created them — records don't travel between devices on their own.
Switched to a new device	Export a backup on the old device, then Settings → Import backup (JSON) on the new one. Always keep a recent backup.
Printed quote looks off	Use Chrome or Edge for the most consistent Print / Save as PDF results.
Display cramped on phone	Rotate to landscape or zoom out slightly. Best experience on tablet or desktop.

Handy Shortcuts

Action	Windows	Mac
Reload page	F5 or Ctrl + R	Cmd + R
Hard refresh (after updates)	Ctrl + Shift + R	Cmd + Shift + R
Print / Save quote as PDF	Ctrl + P	Cmd + P
Find on page	Ctrl + F	Cmd + F
Zoom in / out	Ctrl + + / Ctrl + -	Cmd + + / Cmd + -
Reset zoom to 100%	Ctrl + 0	Cmd + 0

Our Support Philosophy — Built for Continuous Improvement

Thank you for choosing CostLogger. We built it to be a simple, self-service tool — much like a vending machine: reliable and intuitive, so you get straight to work without waiting on support. As a lean team focused on continuous improvement, we don't offer one-on-one support; we dedicate those resources to making the product better for everyone.

Found a bug? Have an idea for a future version? Send it to ideas@costlogger.com — every submission is reviewed as we plan updates. The full terms, including the 30-day money-back guarantee, are one click away in the site footer under Terms & Privacy.

Need help getting started? Everything you need is in this guide — the troubleshooting section above covers 99% of what you'll encounter.

You've got everything you need.

CostLogger works quietly in the background — keeping your quotes fast, your pricing honest, and your margins where you set them. Thank you for being part of the journey.