SkyTab POS SetUp Form

Does every POS need a cash drawer?	Yes ☑ No ☐	
If not how many?	2	Door Dash
Does merchant want Online Ordering?	Yes ☑ No ☐	

Shipping

	DBA Address	Legal Address	Impact's Office
Where does the POS Need to be Shipped?	☐	☐	☑
	Ground	Second Day	Next Day
Shipping Time Frame	☑	☐	☐
Per Base Package	$25.00	$51.50	$76.95
Per Additional Accessory	$11.00	$26	$39.00

Batching

What time would you like the terminal to batch? *NOTE: this is in eastern standard time*	6:30AM EST

POS Account SetUp

Primary Contact Name who will handle POS Operation	Tammy Bell
Primary Contact Phone Number	
Primary Contact Email Address	BellyDog70@yahoo.com

What Days will the Merchant be UNAVAILABLE	M ☐	T ☐	W ☐	T ☐	F ☐
When are the best times to contact the merchant?	9 AM - 11 AM ☑	11 AM - 1 PM ☐	1 PM - 4 PM ☐	4 PM - 5 PM ☐	

General Business Information

Is this the merchants first Shift 4 System?	Yes ☑ No ☐
Will merchant require Spanish Speaking Assistance	Yes ☐ No ☑
Is merchant open for Business?	Yes ☑ No ☐

** Only answers the following 7 questions if you select NO business is not open

1 - When is the expected open date for business?	N/A
2 - Is Building Contruction Complete	
3 - When will contstruction be complete?	
4 - Have countertops been installed?	

5 - When will countertops be installed	*N/A*
6 - Have all of the required permits and licenses been acquired?	
7 - When will all the required permits and licenses be acquired?	

Does the merchant accept tips? *NOTE: Merchant's transactions will automatically batch approximately one hour after end of business day. Please consider adding tips throughout the day or promptly once Merchant's business is closed.*	Yes ☑	No ☐	
When does the Merchant plan to have the system installed? *NOTE: This should be 2-3 weeks out at least*	N 6-10 wks		
Merchants Business Model? *(Describe your business model (ie, restaurant, bar, pizza delivery, clothing store, convenience store, etc)*	Restaurant / Bar		

How many of each type of staff does the merchant have per shift?	Cashiers:	Servers: 1	Drivers:	Hosts:	Bartenders: 2

Sales Tax Information

Primary Sales Tax	Rate: 7.75% Food		
	Applied to:		
	Included in the item price?	Yes ☑	No ☐
Additional Tax Information: *If more tax types are needed please let us know in the notes*	Tax Name: 7.75% Liquor		
	Rate:		
	Applied To:		
	Included in the item price?	Yes ☑	No ☐

Installation Information

Internet Access:	Internet Access is required to run your set up. The SkyTab Mobile is the ONLY device that offers 3G/4G.
Is High Speed Internet access available at the business location?	Yes ☑ No ☐
If no, when will you have internet installed?	
If yes, who is their ISP (internet service) provider?	

Will the POS system be attached to a larger network (mall, university, etc.)?	Yes ☐	No ☑	*security cameras*	
Will there be additional devices on the network such as security cameras or jukebox?	Yes ☑	No ☐		
Power Outlets Requirements:	We require the following power outlets in order to install and use the system: 2 power outlets within 4 feet of each terminal 1 power outlet within 4 feet of each remote printer (if applicable) 2 power outlets required for each Kitchen Video System (if applicable) *A power strip can be used to ensure the number of outlets are available. A surge protector is recommended.*			
Are all required power outlets in place? (from above requirements)	Yes ☑	No ☐		
Cable Requirements:	Each networked device (POS systems, kitchen printers, KVS and Caller ID) will require a CAT 5 Ethernet cable run from the router to each piece of equipment. An existing Ethernet jack within 10 feet of the equipment is also acceptable as Shift4 will supply a 10' patch cable.			
Has the cabling already been installed?	Yes ☑	No ☐		

SkyTab POS - POS System Set Up

How many pages of Menu/Supporting information have been included?					
Which documents have been provided? (Select all that apply)	☑ Alcohol	☐ Takeout	☑ *some* Catering	☐ Kids Menu	☐ Dessert Menu
	☐ Delivery Fees	☐ Happy Hour Prices and times/days	☐ Discounts/coupons	☐ Modifiers	☐ Table Layout
	☐ Void Reasons	☐ Job List	☐ Employee List		

	Counter Service	Dine-In	Delivery	
Approximately what percentage of business is performed through	~40 %	~50 %	~5 %	

catering

the following Order Types?	40 Bar %	5 Catering %	55 Tables %

How many Full Service tables does the Merchant have?	~13 tables	~70-75 seats + Bar (Long)
Is the Merchant serving alcohol?	Yes ☑ No ☐	

Merchant's Expectations	
What are the merchant's expectations regarding menu build, delivery and installation of their POS System, and training to begin using their system?	~ March 6-10 weeks before they are ready ... Extremely Busy right now

Notes:

Tammy has owned IKE's for 7 years but worked there over 20+ years. They Have spot on but wanted handhelds then purchased Toast that is still in box. They love that Impact/we are LOCAL! Toast rep is in Boston... Want to switch to Sky Tab in 6-10 wks...