

SkyTab POS Setup Form

Does every POS need a cash drawer?  
If not how many?

Yes  No  2

Does merchant want Online Ordering?

Yes  No

Where does the POS Need to be Shipped?

Shipping

Shipping Time Frame	Ground	Legal Address	Impact's Office
Per Base Package	\$25.00	Second Day	\$51.50
Per Additional Accessory	\$11.00	Next Day	\$76.95
			\$39.00

Batching

What time would you like the terminal to batch? NOTE: this is in eastern standard time

POS Account Setup

Primary Contact Name who will handle POS Operation

Marcus Lockett

Primary Contact Phone Number

901-221-7677

Primary Contact Email Address

mlcokett@highlanderpub.com

What Days will the Merchant be UNAVAILABLE

M  T  W  Th  F  Sa  Su

When are the best times to contact the merchant?

9 AM - 11 AM  11 AM - 1 PM  1 PM - 4 PM  4 PM - 6 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?

2 - Is Building Construction Complete

3 - When will construction be complete?

4 - Have countertops been installed?

5 - When will countertops be installed

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.

When does the Merchant plan to have the system installed? NOTE: This should be 2-3 weeks out at least

Merchants Business Model? (Describe your business model (ie, restaurant, bar, pizza delivery, clothing store, convenience store, etc))

How many of each type of staff does the merchant have per shift?

restaurant  
bar

Cashiers: Servers: 2-4 Drivers: Hosts: 1 Bartenders: 1-2

Sales Tax Information

Primary Sales Tax

Rate: 7.9%

Applied to:			
Included in the item price?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Tax Name:	Liquor/Wine tax	TN sales tax	
Rate:	8.478%	9.75%	
Applied To:			
Included in the item price?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	

Additional Tax Information: If more tax types are needed please let us know in the notes

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?

Comcast

Will the POS system be attached to a larger network (mail, university, etc.)?  Yes  No

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.

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 Shift 4 will supply a 10' patch cable.

Has the cabling already been installed?

Yes  No

How many pages of Menu/Supporting Information have been included?

**SkyTab POS - POS System Set Up**

Which documents have been provided? (Select all that apply)

<input type="checkbox"/> Alcohol	<input type="checkbox"/> Takeout	<input type="checkbox"/> Catering	<input type="checkbox"/> Kids Menu	<input type="checkbox"/> Dessert Menu
<input type="checkbox"/> Delivery Fees	<input type="checkbox"/> Happy Hour Prices and times/days	<input type="checkbox"/> Discounts/coupons	<input type="checkbox"/> Modifiers	<input type="checkbox"/> Table Layout
<input type="checkbox"/> Void Reasons	<input type="checkbox"/> Job List	<input type="checkbox"/> Employee List		
<input type="checkbox"/> Counter Service %	<input checked="" type="checkbox"/> Dine-in %	<input type="checkbox"/> Delivery %		

Approximately what percentage of business is performed through

75

the following Order Types?

How many Full Service tables does the Merchant have?  
Is the Merchant serving alcohol?

Bar 25 %	Catering ____ %	Tables ____ %
30 Dining Room	16 Bar Chairs	15 patio Tables
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	

Merchant's Expectations

3-8 weeks

What are the merchant's expectations regarding menu build,  
POS System, and training to begin  
using their system?

Notes: