# SkyTab POS SetUp Form

| | Yes | No |
|---|---|---|
| Does every POS need a cash drawer? | X | |
| If not how many? | | |

| | Yes | No |
|---|---|---|
| Does merchant want Online Ordering? | X | |

## Shipping

| | DBA Address | Legal Address | Impact's Office |
|---|---|---|---|
| Where does the POS Need to be Shipped? | | | X |

| | Ground | Second Day | Next Day |
|---|---|---|---|
| Shipping Time Frame | X | | |
| 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 | 12:00 Am. |

## POS Account SetUp

| | |
|---|---|
| Primary Contact Name who will handle POS Operation | John May |
| Primary Contact Phone Number | 901-674-5955 |
| Primary Contact Email Address | Jmay @ foresthillgrill.com |

| | M | T | W | T | F |
|---|---|---|---|---|---|
| What Days will the Merchant be UNAVAILABLE | | | | | |

| | 9 AM - 11 AM | 11 AM - 1 PM | 1 PM - 4 PM | 4 PM - 6 PM | |
|---|---|---|---|---|---|
| When are the best times to contact the merchant? | ✓ | ✓ | | | |

## General Business Information

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

**\*\* 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 Contruction Complete |
| 3 - When will contstruction 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.*  Yes ☑  No ☐

When does the Merchant plan to have the system installed? *NOTE: This should be 2-3 weeks out at least*  — Feb 24"

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

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

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

**Sales Tax Information**

| Primary Sales Tax | Rate: 9.75% |
|---|---|

Applied to:

Included in the item price?  Yes ☐  No ☑

| Tax Name: LBD |
|---|

Rate: 15%

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*

**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 | |
|---|---|---|---|

| 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 ☐ | Catering ☐ | Kids Menu ☐ | Dessert Menu ☐ |
|---|---|---|---|---|
| Delivery Fees ☐ | Happy Hour Prices and times/days ☐ | Discounts/coupons ☐ | Modifiers ☐ | Table Layout ☐ |
| Void Reasons ☐ | Job List ☐ | Employee List ☐ | | |

**Approximately what percentage of business is performed through**

| Counter Service _____ % | Dine-In 80 % | Delivery _____ % |
|---|---|---|

the following Order Types?

| Bar % | Catering % | Tables % |
|---|---|---|
| 20 | | |

How many Full Service tables does the Merchant have? 30

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?

Notes:

Comcast

3 POS - 4 Cash Drawer
1 Glass
8 Thermal Printers