

**SkyTab POS SetUp Form**

**Does every POS need a cash drawer?**

Yes  No

**If not how many?**

**Does merchant want Online Ordering?**

Yes  No

**Shipping**

Where does the POS Need to be Shipped?

DBA Address

Legal Address

Impact's Office

Shipping Time Frame

Ground

Second Day

Next Day

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*

**POS Account SetUp**

Primary Contact Name who will handle POS Operation

Primary Contact Phone Number

Primary Contact Email Address

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 - 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 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? <i>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.</i>		Yes	No		
When does the Merchant plan to have the system installed? <i>NOTE: This should be 2-3 weeks out at least</i>					
Merchants Business Model? <i>(Describe your business model (ie, restaurant, bar, pizza delivery, clothing store, convenience store, etc))</i>					
How many of each type of staff does the merchant have per shift?		Cashiers:	Servers:	Drivers:	Hosts: Bartenders:
<b>Sales Tax Information</b>					
Primary Sales Tax		Rate:			
		Applied to:			
		Included in the item price?	Yes No		
Additional Tax Information: <i>If more tax types are needed please let us know in the notes</i>		Tax Name:			
		Rate:			
		Applied To:			
		Included in the item price?	Yes No		
<b>Installation Information</b>					
<b>Internet Access:</b>		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			
<b>Power Outlets Requirements:</b>	<p>We require the following power outlets in order to install and use the system:</p> <p>2 power outlets within 4 feet of each terminal</p> <p>1 power outlet within 4 feet of each remote printer (if applicable)</p> <p>2 power outlets required for each Kitchen Video System (if applicable)</p> <p><i>A power strip can be used to ensure the number of outlets are available. A surge protector is recommended.</i></p>				
Are all required power outlets in place? (from above requirements)	Yes	No			
<b>Cable Requirements:</b>	<p>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.</p>				
Has the cabling already been installed?	Yes	No			
<b>SkyTab POS - POS System Set Up</b>					
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 _____%	Delivery _____%		

the following Order Types?	Bar _____ %	Catering _____ %	Tables _____ %
How many Full Service tables does the Merchant have?			
Is the Merchant serving alcohol?	Yes	No	

<b>Merchant's Expectations</b>	
<p>What are the merchant's expectations regarding menu build, delivery and installation of their POS System, and training to begin using their system?</p>	
Notes:	