



POS System Setup Questionnaire

Prepared for: _____

This POS System Setup Questionnaire is designed to help your system provider facilitate the design of your Restaurant Manager system according to your specifications.

Please take the time necessary to complete each area of this questionnaire. The quality and completeness of information received from your organization will reflect the functionality and ease of use of your database.

Should you have any questions while completing this questionnaire, please contact:

Project Leader: _____

Please return this questionnaire on or before: _____

Attachments

◆ *Please attach ALL menus used in your business to this questionnaire. If any item on any menu comes with a choice of side dishes, toppings, dressings, cooking methods, etc., please make sure that this information is noted beside each menu item. Please indicate below which menus are attached:*

- Main Dining Room Breakfast Menu & Prices
- Main Dining Room Lunch Menu & Prices
- Main Dining Room Dinner Menu & Prices
- Main Dining Room Brunch Menu & Prices
- Daily Specials Menu & Prices
- Wine Lists & Prices
- Standard Bar Food Menu & Prices (use bar menu attachment to this document)
- Happy Hour Menu & Prices (Include time range & days for Happy Hour)
- Carryout Menu & Prices
- Delivery Menu & Prices
- Room Service Menu & Prices
- Other Menus: _____

◆ *Please attach a complete list of your employees to this questionnaire and indicate below what information is included on the list. The list MUST include each employee's:*

First & Last Name

Social Security Number or Payroll Identifier (if any)

◆ The list **MUST ALSO** include each employee's:

Job Title(s) (see Job Code information on page 14)

Pay Rate(s)

"Password Security level" (as described on page 13 of this questionnaire.)

◆ You also may wish to include additional information on your employees such as:

Phone Number

Full Mailing Address

E-mail address

The name they want customers to use with them (ex: Nickname, if any)

Other notes about their schedule or availability to work

◆ Please attach an electronic copy (or a CLEAR printed copy) of your company logo. This logo will be used to create a screen saver on your POS system screens.

If you would also like this logo to appear on customer checks, please check this box.

◆ If you run a fine dining establishment, please attach a detailed table layout diagram. Please indicate on this diagram where you wish to locate each POS station and then mark which tables will be served (by default) from which station.

◆ If any tables require products to be sold at a different price level please indicate (ex: Wings in dining room = \$6.95, Wings on the patio = \$7.95)

General Information

Corporate Name: _____

Site Name: _____

Will appear on checks & receipts

Contact Name: _____

Contact Phone #: _____ Contact e-mail: _____

Site Address: _____

Street, City, State, Zip

Site Phone #: _____ Site Fax #: _____

Pay Periods start on _____ and runs: weekly bi-weekly monthly cycles " _____

Pay Week Starts on: Mon Tues Wed Thurs Fri Sa Sun

Overtime Defaults: (ex: Rate + _ "Time and a Half") _____

Financial Week Starts on: Mon Tues Wed Thurs Fri Sa Sun

Automatic Report Generation and Delivery (Scheduled)

Restaurant Manager can automatically generate and email reports to owners, managers, accountants, etc. on a nightly, weekly, monthly basis

Please list the types of reports you wish to have emailed to each address:

Examples: (Note: For Frequency please use- D for daily, W for Weekly, M for Monthly)

Daily Financial Summary (Session Summary) to OWNER

Weekly Pay, Sales & Tips to ACCOUNTANT

Reports to Send	Frequency	Recipient Name	Recipient Email

Real Time Alerts

Restaurant Manager can automatically alert you or other members of your staff or ownership of key events in real time as they occur. Alerts' can aid in fraud detection and prevention, reducing labor costs, and improving customer relations. As new Alerts are implemented your reseller can assist you with information on how to obtain the latest version of Restaurant Manager software.

Alerts can be sent to virtually any device that supports receiving email including standard Email Accounts, Email to SMS, Mobile Phones, PDA's Blackberry's etc.

Please select the Alerts you wish to implement and indicate the email address(es) for each

Alert Type	Recipient(s) Email
If number of Voided Checks = _____ or higher	_____
If Voided Checks \$ Amount = \$ _____ or higher	_____
If number of Deleted Items = _____ or higher	_____
If Deleted Items \$ Amount = _____ or higher	_____
If table open _____ minutes but items not sent	_____
If table open _____ minutes but check not printed	_____
If table bill printed _____ minutes but not settled	_____
If customer bill is \$ _____ or more	_____
If Employee Weekly Hours = _____ or more	_____
If Employee Daily Hours = _____ or more	_____
If Total \$ Labor Cost = \$ _____ or more	_____
If Total Labor Cost % /to Sales = % _____ or more	_____

Taxes

Do you sell any items or services that are never taxed? Yes No

If "Yes", please list these items/groups here (or on a separate page):

Please detail the tax rates that apply to the various items you sell, as outlined below:

ITEM	TAX RATE #1 (TaxName:_____)	OPTIONAL TAX RATE #2 (TaxName:_____)	PRICES INCLUDE TAX
FOOD			YES / NO / SOMETIMES*
BEER			YES / NO / SOMETIMES*
LIQUOR			YES / NO / SOMETIMES*
WINE			YES / NO / SOMETIMES*
RETAIL			YES / NO / SOMETIMES*
OTHER			YES / NO / SOMETIMES*

SPECIAL TAX CONSIDERATIONS:

1. If you have a bar/lounge area, does the price of an alcoholic beverage INCLUDE the tax in the final price? Yes No (Please circle one)

2. If FOOD items are ordered in the bar/lounge, does the price INCLUDE tax? Yes No

3. If FOOD is added to any bar/lounge bill, do you wish for tax to be added to all items? Yes No

* If the prices on your menu(s) sometimes include tax and at other times do not, please explain what determines whether or not taxes are included in prices.

Gratuities & Service Charges

Please indicate any gratuities or service charges that you add to customer checks:

- Gratuity calculated as a percent of the check
- Fixed dollar amount added to total check
- Per person cover charge of a fixed dollar amount
- Per person drink minimums

If you checked any of the boxes above, please fill out the appropriate forms below. Otherwise, skip to the next section.

Automatic % Gratuity

When you add an automatic gratuity to the check do you REQUIRE that the customer pay the full gratuity in order to settle the check?: Yes No

Please indicate the gratuity percentages that are added to the customer checks presented in different areas of your establishment as well as any other determining factors that cause the gratuity to be automatically added to the check:

LOCATION	GRATUITY PERCENTAGE	Added to all Checks Greater Than (\$)	Taxable? Y/N	Added when customer count is #
Main Dining Area		\$		
Main Bar		\$		
Other:		\$		
Other:		\$		
Other:		\$		

Should the automatic gratuities be calculated on the amount of the purchase only (net sales) or the total of the purchases plus sales tax (gross sales)? Net Gross

Suggested Gratuities On Receipts

For the convenience of your guests, Restaurant Manager can print several 'Suggested Gratuity' amounts on Guest Checks (Bills), and Credit Card slips. Do you wish to enable this feature?

- No Yes, for: Guest Checks Credit Card Receipts

If yes, please list the percentages you would like to display (ex: 15%, 18% , 20%)

Suggested Gratuity Percentages

Service Charge

Please indicate fixed service charges added to customer checks:

LOCATION	AMOUNT OF CHARGE
Main Dining Room	
Main Bar	
Other:	

Per Person Cover Charge

Please indicate the per person cover charge added to customer checks:

LOCATION	AMOUNT OF CHARGE
Main Dining Room	
Main Bar	
Other:	

Drink Minimums

Please indicate those areas of the site where you apply a per person drink minimum to the check:

LOCATION	AMOUNT OF CHARGE
Main Dining Room	
Main Bar	
Other:	

(Note: Please indicate with an asterisk {*} on your bar menu any items that do NOT fulfill this drink minimum)

Banking Procedures

Do you do "Server Banking"? (i.e. do servers settle their own checks)?

- Yes.... during Lunch Dinner Other _____
- No

Can servers change payment methods on settled checks?

- Yes
- No

Do you do "Cashier Banking"? (i.e. do you use cash drawers anywhere in your establishment, including at the bar?)

- Yes.... during Lunch Dinner Other _____
- No

Will you ever have more than one cashier (or bartender) working at the same station? Yes No

Do cashiers need a report to reconcile their own cash drawers? Yes No

Do you use cash from the cash drawer(s) to pay out non-cash tips to your servers? Yes No

Is anyone authorized to remove money from the cash drawer for any reason? Yes No

If "yes", please indicate WHO may do so on the attached list of employees and check which of the reasons below may apply:

- Tip payout Jukebox change Other _____

Do cashiers accept money on any transaction besides a current sale? Yes No

If "yes", please indicate which of the reasons below may apply:

- Payment on Account Cash Check Other _____

Do you wish to settle transactions immediately when the order is placed? Yes No

Do you wish to print sales receipts for your customers?

- Yes.... detailed receipts condensed receipts both
- Sometimes (prompt to print receipt or not)
- No

Can cashiers change forms of payment on settled checks? Yes No

If you do both server banking and cashier banking at the same time is there a possibility that a server might settle a check at a station that also is using a cash drawer? Yes No

If you do both server banking and cashier banking at the same time, are there times when a server might transfer one or more checks to a cashier? Yes No

Forms of Payment

Please indicate the forms of payment accepted in your establishment:

- Cash
- Other Cash (i.e. Canadian dollars)
- Gift Cards
- Travelers Checks
- Personal or Corporate checks for amount of purchase
- Personal or Corporate checks for cash
- On Account (i.e. do you invoice customers at some later date)
- AMEX
- VISA
- MasterCard
- Diner's Club
- Discover
- Other Credit Card(s): _____

Will you do online credit card authorization with your Restaurant Manager system? Yes No

If "Yes", please complete this form:

Name of your bank or service provider: _____

Your key contact at this company: _____

Phone number of your bank or service provider: _____

Fax number of your bank or service provider: _____

Your Merchant ID: _____

Coupons / Discounts

Which of the following types of discounts might you offer in advertised promotions and/or on coupons?

- % discount on entire* check
- Employee discount = _____ %
 - Senior Citizen discount = _____ %
 - VIP discount = 100%
 - Other = _____ %
- fixed \$ amount discount on entire check
- Manager discount = \$ _____
 - Other = \$ _____
- % discount on one or more items
- Employee discount = _____ %
 - Senior Citizen discount = _____ %
 - VIP discount = 100%
 - Other = _____ %
- fixed \$ amount off one or more items
- two for one specials
 - free item(s) or meal after spending X amount \$
 - free item(s) or meal after X number of visits
 - Other _____

*When you offer discounts, are some menu items excluded from the discount offer? Yes No

If "yes", please mark the excluded items on the attached menus.

Are only some of your staff authorized to apply discounts to guest check? Yes No

(If "Yes", please be sure to assign a "security level" to "Discounts" in the section below on Security)

Note: If you have any published coupons or discount offers (newspapers, etc), please provide copies of those coupons

Security

In Restaurant Manager every function in the POS Modules as well as in the Backoffice Module can be protected with one of nine different "security levels". Once a particular function has been protected with a security level, only those employees who are authorized to operate at that level will be able to execute that function.

For instance, if you protect "Voiding a Check" with a security level of 5, no one will be able to void a check unless they have a security level 5 (or higher).

Every employee uses his or her own unique password. The password can be one the employee selects, or, if you are using Employee Badges, it will be coded onto the badge. But, of course, many passwords will have the same security level.

In general it is recommended that you reserve security level nine for a special "Master Password". Busboys are usually assigned security level "1", and servers are usually set at security level "2" or "3". You might wish assign levels "4" or "5" to bartenders or cashiers and reserve the higher levels for managers and owners.

Please indicate which (if any) security level you wish to assign to the following:

POS Operations

- Begin POS Operations
- Exit POS Module
- Open/Close Session
- Employee clock in/out
- Unscheduled clock in/out
- Print Employee Revenues
- Print Employee Timesheet
- Print Flash Report
- Money Drop
- Cash Payouts
- Credit Card Options
- Print a check
- Re-print a check
- 2 for 1 discounts
- Change Price Level
- Change Revenue Center
- Gratuity on the Fly
- Create new Macro
- Re-direct Remote Printers
- Execute DOS Command

General Order Entry

- Negative Price
- Negative Quantities
- Delete Item After Send
- Delete Item after Print
- Price Adjustment

- Price Level Shift
- Tax Free transaction
- Change Tax Tables
- Change Menu Page
- Change Pizzas
- Change Customer Count
- Re-send items
- Hold Items
- Exit Order w/out sending

Cash Drawer

- Initialize Tray
- Finalize Tray
- Open Cash Drawer
- Change Cash Drawer

Settlement

- Enable/Disable Settlement
- Settle a check
- Guest/Void Settlement
- On Account
- Employee Meal
- Revise Settlement
- Manual Credit Card

Tables/Tabs

- Switch Status Screens
- Open a Table

- Add to a Table
- Open a new bar tab
- Access existing tab
- Transfer tab to table
- Transfer orders to emp.
- Split a check
- Un-Split a check
- Split Item
- Un-split Item
- Change bar tabs displayed
- Abort Fast Transaction
- Access Delivery Module
- Change Dining Area

Delivery

- Print after settle
- Assign order to Driver
- Auto Cash Settle
- Change orders displayed
- Designate Driver
- Assign Settled Order
- Re-assign Order
- Assign Non-delivery order
- Recall Existing Order

Employees

Any single employee can work up to five different jobs at up to five different hourly pay rates. You can define as many different job codes as you like. The individual pay rate is independent of the job code.

Please indicate which job codes apply in your establishment:

- Chef
- Manager
- Host/Hostess
- Dining Room Waiter
- Room Service Waiter
- Head Waiter
- Cashier
- Bartender
- Head Bartender
- Busboy
- Dishwasher
- Delivery Driver
- Expediter
- Other(s): _____

Tip Share

Do you collect a 'tip share' from employees to redistribute to other employees? Yes No

If YES, in the area below please list each job that is assessed a tip share, how the tip share is computed, and the job that receives the tip share. If one job tips out to several other jobs please list each tip share on a separate line.

Example: If Waiters tip 5% of Alcohol Sales to Bartender then complete the line as:

Waiter *5% x Alc Sales* *to Bar*

Tipping Job	Computation	Receiving Job

Food Preparation Areas

Restaurant Manager sends menu items to printers or video displays in food and drink preparation areas. Please list below the different food & drink preparation areas in your establishment detailing the items prepared in each.

(Example: Area #1: Main Bar, Area #2: Service Bar, Area #3: Salad Line, Area #4 Grill, Area # 5 Hot Food Line, Area #6 Wheel, Area #7 Hot Food Line, Area #8 Expediter)

Also, indicate which, if any printers ALSO need to see the items from other prep area printers. For example, if Area #2 Printer is the FRYER, and Area #4 Printer is the GRILL, and you want the Fryer to see the GRILL items also, mark the FRYER printer number on the same line as below:

Example: Area #1_Fryer _____ /4

Prep Area	Also Print Area(s)	Prep Area	Also Print Area(s)
Area #1 _____	_____	Area #2 _____	_____
Area #1 _____	_____	Area #2 _____	_____
Area #1 _____	_____	Area #2 _____	_____
Area #1 _____	_____	Area #2 _____	_____
Area #1 _____	_____	Area #2 _____	_____

Ticket Timing & Coursing

If a waiter has taken an entire order all at once, do you want the entire ticket sent to the kitchen all at the same time, separated by course? Or do you want the waiter to send only each course as needed.

Select One: Send All At Once or Send As Needed

If you use the 'Send All At Once' method, do you need the waiter to send a 'FIRE' instruction to indicated to the kitchen they are ready for the next course? Yes No

If you use Send As Needed, do you want to use: Automatic Timing or Manual Hold & Fine?

Like Items ('Totalling')

In the event several identical items are sent to the kitchen for the same table, please select the handling method you wish to see on the prep ticket. Example: 2 NY Strips for the same table, both rare.

Totalling:	No Totalling:
2 NY Strip Rare	1 NY Strip Rare 1 NY Strip Rare

PREP INSTRUCTIONS

Please go over the following questions with your chef and bar manager...

Do any of the items on your menu come with a selection of side dishes or appetizers? Or do you offer your clients a selection of dressings on salads or a selection of toppings on baked potatoes, etc.? Yes No

If you answered "Yes", please note that in Restaurant Manager these items are called "modifiers". Modifiers are printed, along with menu items, on the remote printers in the food preparation areas, at the bar, etc.

Please MAKE A LIST of any modifiers that your servers must communicate to the kitchen and/or bar when they are ordering menu items. Please also take a moment to annotate the attached menus with the modifiers that might accompany EACH menu item.

Do you ask your guests to select the cooking temperature of the meat or other dishes they order? Yes No

If "Yes", please list the temperatures or cooking styles or other preparation styles used in your establishment:

- | | | |
|---------------------------------------|--------------------------------------|--------------------------------|
| <input type="checkbox"/> Rare | <input type="checkbox"/> Stir Fry | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Medium Rare | <input type="checkbox"/> Fried | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Medium | <input type="checkbox"/> Blackened | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Medium/Well | <input type="checkbox"/> Barbequed | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Well Done | <input type="checkbox"/> Poached | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Scrambled | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Heated | <input type="checkbox"/> Over Easy | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Baked | <input type="checkbox"/> Boiled | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Grilled | <input type="checkbox"/> Soft boiled | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Sautéed | <input type="checkbox"/> Hard boiled | |

Do your customers sometimes ask the servers to "hold" certain items? Yes No

Do your customers sometimes ask to have things served "on the side"? Yes No

Do your customers sometimes ask for "extra" portions of certain items? Yes No

** CHARGES: Please indicate any \$\$ charges for extra portions, condiments, etc. _____

If you answered "yes" to any of the 3 questions above, please list any and all items that might be ordered "No", "On the side" or "Extra":

No / Side / Ex.	No / Side / Ex.	No / Side / Ex.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Mayonnaise	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Sauce	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Ice Cream
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Mustard	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Cocktail Sauce	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Ketchup	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Dressing	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Onions	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Marinade	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Lettuce	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Salt	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Tomato	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Pepper	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Pickles	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Butter	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Gravy	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Sour Cream	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____

No	/	Side	/	Ex.		No	/	Side	/	Ex.		No	/	Side	/	Ex.	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	_____	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	_____	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	_____
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	_____	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	_____	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	_____
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	_____	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	_____	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	_____
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	_____	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	_____	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	_____
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	_____	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	_____	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	_____
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	_____	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	_____	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	_____
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	_____	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	_____	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	_____
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	_____	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	_____	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	_____
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	_____	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	_____	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	_____
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	_____	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	_____	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	_____
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	_____	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	_____	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	_____
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	_____	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	_____	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	_____
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	_____	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	_____	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	_____
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	_____	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	_____	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	_____
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	_____	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	_____	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	_____
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	_____	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	_____	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	_____

Others, please attach a worksheet.

There are many other special instructions that your servers might send to these various food preparation areas. Please indicate other special instructions that the servers need to communicate to the kitchen staff:

- To Go
- Rush
- Serve as Appetizer
- Serve as Main Course
- Employee Meal
- For VIP Visitor
- Substitute side dish w/
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Employee Contests

Do you have any sales contests to promote higher sales for employees? Yes No

(If yes, please list which specific menu items or groups [ie APPS, DESSERTS] are used for tracking the employee contests.

Stock Counters

Restaurant Manager has the ability to provide real-time instantaneous reporting and tracking of key stock items. For example, if you have a bar with several shifts working each day, Restaurant Manager can produce a concise report detailing every bottle of beer, every oz of draft beer, every glass/oz/bottle of wine, and liquor.

If you will be using the RM Stock Counters feature please specify the following:

1. Do you have any type of liquor/beer/wine dispensing - tracking system installed?

Yes No If Yes, please list the Brand/ Model: _____

2. Will you track bottles of Beer? Yes No

3. Do you wish you track by each Brand of beer, or by type such as 'Domestic, Import, Premium'?

By Brand By Type

4. Will you ounces of Draft Beer? Yes No

5. Will you track ounces of Liquor? Yes No

6. Will You track Wine by:

Ounces Yes No

Glasses Yes No

Bottles Yes No

Delivery Charges

Do you apply delivery charges for delivery orders Yes No

Is there a fixed delivery charge for all orders or does it vary by distance, zone etc

Fixed Variable

Please list the delivery fee(s), and if variable list the determining factors (etc: distance 1-3 miles, etc.)

Delivery charges are:

retained by the restaurant as a service charge (revenue) or, paid to the driver as a tip

Scales & Containers

Do you sell any items by weight Yes No

If yes, list below container names and weights (tare)

Container	Tare
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

If yes, will you be using a scale interface to automatically communicate weights to the POS? Yes No