

Each Location Information Questionnaire
(if possible, please complete in PDF form and email back)

Location Brand: _____ Location Name: _____

Store # (If Applicable) _____ Street Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Store Phone #: _____ Store Fax #: _____ What Time Zone are you in? _____

Primary Contact's Name: _____ Primary Contact's Phone #1: _____

Primary Contact's Email: _____ Phone #2: _____

US Zip Codes Served or Canadian Cities Served: _____

Specific Tax Rate for Store: _____ would you like to add a processing fee to online orders: _____

Do you Allow Tipping? _____ Default Tip% : _____ What Merchant Account set up do you use? _____

Will you accept Cash (un-paid till pick up/delivery) for on line orders? _____

Cash Option Limit (Orders that Exceed this Amount will not offer Cash as a Payment options): _____

What are your hours of Operation by Day? _____

Do you have Special Menu Items that are restricted by Weekly/Daily, Time/Day? If so please make sure that is clear on your submitted certified menu or attached supplemental documents that you provide.

Please list below your locations lead times, this tells customers placing orders when their food will be ready or delivered.

Do you offer Delivery: _____ Minimum Delivery Amount: _____ Delivery charge: _____

Normal Delivery Lead Time (minutes): _____ Pick up Lead Time: _____ Lunch Rush Lead Time Add-on: _____ Dinner: _____

Required Steps to help us get you online as fast as possible, please answer questions below.

Have you read the Menu Processing Policy? YES NO If you have not, please contact your reseller or us for this document.

Have you submitted a certified menu either by mail or email? YES NO Faxing often distorts the menu too much to read.

Have you submitted any supplementary documents to help our menu build team know what extras can go on items/sections and how much those extras cost? example: toppings, fixings, sides, choices, extras? YES NO

When is the best time to remote into your pos to install our software? _____ Contact: _____

Have you signed up for a compatible secondary e-commerce account? YES NO Please contact us if you need help with this.

If you have delivery, have you sent an outline of your delivery area? YES NO Please contact us if you need help with this.