

Choosing a Bar POS Checklist

Our Budget:

Upfront/ Installation	Hardware (One-time)	Software (Monthly)	Payment Processing
\$	\$	\$	

POS Demo Information:

System Name: _____ Demo Date: _____

Sales Representative: _____ Contact Info: _____

Our Must-have Features:

	Included free	Included for a fee	Requires integration	Not available
Feature 1:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feature 2:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feature 3:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feature 4:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feature 5:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Does the POS fit in our budget?
 - Yes
 - No
- Does it include our must have features?
 - Yes
 - No
- Does the POS integrate with other software we already use?
 - Yes
 - No
- Does it offer additional attractive features we hadn't thought about?
 - Yes
 - No
- Can it grow with our business if our needs change?
 - Yes
 - No
- Are there installation or implementation fees?
 - Yes
 - No
- What is the lead time for installation? _____

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Available Features:

- | | | |
|--|--|--|
| <input type="checkbox"/> Free Trial
(length: _____) | <input type="checkbox"/> Combo building | <input type="checkbox"/> Payroll integration |
| <input type="checkbox"/> Check management | <input type="checkbox"/> Digital receipts | <input type="checkbox"/> Tip pool
management |
| <input type="checkbox"/> Table management | <input type="checkbox"/> Digital signatures | <input type="checkbox"/> Templated reports |
| <input type="checkbox"/> Tab management | <input type="checkbox"/> Offline functionality | <input type="checkbox"/> Customizable
reports |
| <input type="checkbox"/> Pre-authorized tabs | <input type="checkbox"/> Ingredient-level
inventory | <input type="checkbox"/> Reporting app |
| <input type="checkbox"/> Open/ close checks
at any station | <input type="checkbox"/> Recipe database | <input type="checkbox"/> Detailed analytics |
| <input type="checkbox"/> Check splitting | <input type="checkbox"/> Vendor
management | <input type="checkbox"/> Forecasting tools |
| <input type="checkbox"/> Re-open closed
checks | <input type="checkbox"/> Purchase order
management | <input type="checkbox"/> Digital Manager log |
| <input type="checkbox"/> Handheld order and
payment devices | <input type="checkbox"/> Physical count app | <input type="checkbox"/> Email/ text
marketing |
| <input type="checkbox"/> Offline payments | <input type="checkbox"/> Time clock | <input type="checkbox"/> Loyalty |
| <input type="checkbox"/> Speed order screens | <input type="checkbox"/> Employee
scheduling | <input type="checkbox"/> Customer support
hours:
_____ |
| <input type="checkbox"/> Forced/ unforced
modifiers | <input type="checkbox"/> Enforced clock-ins | |
| | <input type="checkbox"/> PTO tracking | |

Businesses that use this POS:

Business name: Owner/ Manager: Contact info:	Comments:
Business name: Owner/ Manager: Contact info:	Comments:
Business name: Owner/ Manager: Contact info:	Comments:

Final Decision:

- Estimate Received (Date: _____)
- Is this system our final selection, or a pass?
- Final Selection Pass
- Contact Sales Representative with final decision