Choosing a Restaurant 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:	☐	☐	☐	☐
Feature 2:	☐	☐	☐	☐
Feature 3:	☐	☐	☐	☐
Feature 4	☐	☐	☐	☐
Feature 5:	☐	☐	☐	☐

☐ 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:

- ☐ Free Trial (length: _____)
- ☐ Table management
- ☐ Coursing
- ☐ Seat numbers
- ☐ Pre-authorized tabs
- ☐ Check splitting
- ☐ Re-open closed checks
- ☐ Handheld order and payment devices
- ☐ Offline payments
- ☐ Speed order screens
- ☐ Forced/ unforced modifiers
- ☐ Combo building
- ☐ Online ordering

- ☐ Delivery management
- ☐ Digital receipts
- ☐ Digital signatures
- ☐ Offline functionality
- ☐ Ingredient-level inventory
- ☐ Recipe database
- ☐ Vendor management
- ☐ Purchase order management
- ☐ Physical count app
- ☐ Time clock
- ☐ Employee scheduling
- ☐ Enforced clock-ins

- ☐ PTO tracking
- ☐ Payroll integration
- ☐ Tip pool management
- ☐ Templated reports
- ☐ Customizable reports
- ☐ Reporting app
- ☐ Detailed analytics
- ☐ Forecasting tools
- ☐ Digital Manager log
- ☐ Email/ text marketing
- ☐ Loyalty
- ☐ Customer support hours: _____

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