

# POS ACCOUNT SUBMISSION CHECKLIST

All documents should be submitted to Underwriting by email at [outlets.pos@google.com](mailto:outlets.pos@google.com) or via fax at 718-326-0159

- Free POS Service Agreement (signed)
  
- If HT Hospitality or QSR & Delivery, provide copy of restaurant's menu
  1. Make sure to send the COMPLETE menu (include any drink menus, dessert menus, etc.)
  2. Include prices for all menu items as well as any modifier/choice costs
  3. If the merchant has a digital copy of the menu, please submit that along with the processing agreement/service agreement to [outlets.pos@google.com](mailto:outlets.pos@google.com)
  
- If Restaurant, include menu list
  
- Merchant Application (signed and initialed in appropriate places)
  - Include merchant's email address
  
  - Include sales rep's email address
  
- POS Account Setup Form (must be filled out in detail)
  
- Voided check OR bank letter
  
- Copies of two (2) consecutive, recent statements (if currently processing)
  
- Business License OR Tax ID Certificate OR Articles of Incorporation OR interior/exterior photos (if new business without past statements, two of the above items are required)

Please note: ITC underwriting may ask for additional information/documents depending on what type of merchant account is submitted.

# POS ACCOUNT SETUP FORM

Please submit all three pages of this form along with the Merchant Application and all supporting documentation by email to [outlets.pos@google.com](mailto:outlets.pos@google.com) or via fax to 718-326-0159

<input type="checkbox"/> <b>NEW ACCOUNT</b>	
<input type="checkbox"/> <b>EXISTING ACCOUNT</b>	EXISTING MID: _____
<input type="checkbox"/> <b>OWNERSHIP CHANGE</b>	OLD MID: _____

MERCHANT INFORMATION					
NAME, OF, BUSINESS (DOING BUSINESS AS)			EXACT LEGAL NAME		
DBA ADDRESS (IF DIFFERENT FROM LEGAL)			LEGAL ADDRESS		
CITY	STATE	ZIP	CITY	STATE	ZIP
DBA TELEPHONE (WILL BE PRINTED ON RECEIPTS)					
Other Shipping Address:					
CITY	STATE	ZIP			

CONTACT INFORMATION	
The primary and secondary contacts will be consulted for the online presentation of the menu design. Please make sure these contacts are decision makers such as business owner or partner.	
PRIMARY CONTACT	SECONDARY CONTACT
CONTACT NAME:	CONTACT NAME:
POSITION WITH COMPANY:	POSITION WITH COMPANY:
TELEPHONE #:	TELEPHONE #:
CELL PHONE #:	CELL PHONE #:
E-MAIL ADDRESS:	E-MAIL ADDRESS:
ALTERNATE PHONE NUMBER OR ALTERNATE E-MAIL ADDRESS:	ALTERNATE PHONE NUMBER OR ALTERNATE E-MAIL ADDRESS:

Please supply the following information about your business so that we can accurately set up your POS system and ensure that it meets all of your needs.

<b>1. BUSINESS TYPE</b> <input type="checkbox"/> RESTAURANT <input type="checkbox"/> RETAIL STORE <input type="checkbox"/> LAUNDRY <input type="checkbox"/> SPA																			
<b>2. CONFIRM TDDDDFHE MENU/INVENTORY INFORMATION YOU ARE PROVIDING</b> It is vital that we receive all menu, pricing, and modifications that you would like included in your POS. Hospitality/QSR & Delivery <input type="checkbox"/> Alcohol <input type="checkbox"/> Takeout <input type="checkbox"/> Catering <input type="checkbox"/> Kids <input type="checkbox"/> Dessert menu <input type="checkbox"/> Delivery fees <input type="checkbox"/> Happy hour prices and times/days <input type="checkbox"/> Modifiers <input type="checkbox"/> Table layout <input type="checkbox"/> Employee list																			
<b>3. BUSINESS MODEL INFORMATION</b> <ul style="list-style-type: none"> <li>Describe your business model (i.e., restaurant, bar, pizza delivery, clothing store, convenience store, etc.)</li> </ul> <hr/> <ul style="list-style-type: none"> <li>Indicate the percentage of each transaction type that is handled in your business (if retail, enter 100% counter service):</li> </ul> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">Counter service:</td> <td style="text-align: right;">_____ %</td> </tr> <tr> <td>Dine-in:</td> <td style="text-align: right;">_____ %</td> </tr> <tr> <td>Call-in/pick-up:</td> <td style="text-align: right;">_____ %</td> </tr> <tr> <td>Delivery:</td> <td style="text-align: right;">_____ %</td> </tr> <tr> <td>Bar:</td> <td style="text-align: right;">_____ %</td> </tr> <tr> <td>Catering:</td> <td style="text-align: right;">_____ %</td> </tr> <tr> <td>Tables:</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>Servers:</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>Bartenders:</td> <td style="text-align: right;">_____</td> </tr> </table> <ul style="list-style-type: none"> <li>Number of full-service tables (if retail or salon &amp; spa, enter zero): _____</li> <li>How many of each type of staff do you have per shift?</li> </ul>		Counter service:	_____ %	Dine-in:	_____ %	Call-in/pick-up:	_____ %	Delivery:	_____ %	Bar:	_____ %	Catering:	_____ %	Tables:	_____	Servers:	_____	Bartenders:	_____
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Bartenders:	_____																		

Drivers: \_\_\_\_\_  
 Hosts: \_\_\_\_\_  
 Stylists: \_\_\_\_\_  
 Cashiers: \_\_\_\_\_  
 Yes  No  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Manufacturer  Custom  
 Yes  No

- Do you serve alcohol?
- How many total retail items do you sell?
- How many of these retail items are barcoded?
- Are you using manufacturer barcodes or printing your own?
- Will you require a barcode scanner?

In addition to scanning retail items, a barcode scanner can be used for recalling tickets, scanning membership cards, or assigning tickets to servers or drivers.

**4. ARE YOU CURRENTLY OPEN FOR BUSINESS?**

Yes  No

If NO:

- What is your projected opening date? \_\_\_\_\_
- Is the building construction complete?  Yes  No If no, ETA : \_\_\_\_\_
- Are countertops installed?  Yes  No If no, ETA : \_\_\_\_\_
- Do you have all required permits and licenses?  Yes  No If no, ETA : \_\_\_\_\_

If you answered no to any of the above questions, we will be unable to complete the shipment and installation of your system. You may e-mail the team assigned to your account when your business is ready for installation.

**5. DO YOU CURRENTLY HAVE INTERNET ACCESS?**

Yes  No

**6. CABLE REQUIREMENTS**

Each networked device (POS systems, kitchen printers) will require a CAT 5 Ethernet cable run from the router to each piece of equipment. An existing Ethernet jack within 6 feet of the equipment is also acceptable.

Please select the appropriate option below in regards to your CAT 5 cabling:

- CAT 5 cabling is already installed
- CAT 5 cabling will be installed by merchant
- Install CAT 5 cabling prior to POS installation - \$199 per cable run (billed at the time the work is done). Please note: If CAT 5 cable is not in place at time of POS installation, will run cable at a cost of \$249 per cable run.
- Number of cable runs required: \_\_\_\_\_

**7. SALES TAX INFORMATION**

- What is your primary state sales tax rate? Tax rate: \_\_\_\_\_  Added  Included Applies to : \_\_\_\_\_
  - It is common for alcohol and other items to have a separate sales tax. If your business includes any additional taxes, please supply them below:
- |                    |                 |                                |                                   |                    |
|--------------------|-----------------|--------------------------------|-----------------------------------|--------------------|
| Name of tax: _____ | Tax rate: _____ | <input type="checkbox"/> Added | <input type="checkbox"/> Included | Applies to : _____ |
| Name of tax: _____ | Tax rate: _____ | <input type="checkbox"/> Added | <input type="checkbox"/> Included | Applies to : _____ |
| Name of tax: _____ | Tax rate: _____ | <input type="checkbox"/> Added | <input type="checkbox"/> Included | Applies to : _____ |

**8. 30 DAY FREE TRIAL! ONLINE ORDERING**

YES, PLEASE ENROLL ME IN POSOUTLETS ONLINE ORDERING

SETUP FEE: \$99.00

MONTHLY FEE (INCLUDES 50 TRANSACTIONS) \$ \_\_\_\_\_ TRANSACTION FEE (FOR EACH TRANSACTION OVER 50): \$ \_\_\_\_\_

By choosing this option, Merchant will be enrolled in a thirty (30) day Online Ordering Trial Program ("Trial Program"). Merchant will be able to set up their online menu and accept orders through this menu during this period. Normal processing fees apply. Unless Merchant opts out prior to the expiration of the Trial Program, the program will automatically convert to the paid Online Ordering program and the Merchant will be charged the monthly fee listed above for use of the online ordering service. Fifty (50) online order transactions per month will be included in this monthly fee. For any transactions over these 50, the transaction fee listed will also apply per order placed online through this service.

**9. PREMIUM INSTALLATION**

YES, I WILL REQUIRE PREMIUM INSTALLATION

Premium installation includes a software expert travel on-site for all day installation, software customization, and training. Cost will be billed after installation and will include any and all travel-related expenses plus \$150 fee for premium service. Minimum cost for this service will be \$1,000