

NEW MENU BUILDING LIST

Provide as much information as possible in all categories. Use additional paper where required. Please keep in mind that a well-designed menu will generally take at least 8-10 pages of information to properly build.

Food Items

One copy of any and all menus you may have, including anything you may put in a customer's hand. (Dinner, Lunch, Dessert or any other food items)

DEPARTMENTS (circle all that apply, or list others) How do you want your food items broken down for reporting purposes. IE:
 DEPARTMENT : Lunch → SUBDEPARTMENT → Soup/Salad.

- Appetizers
- Salads
- Sandwiches
- Soups
- Entrees
- Desserts
- Others _____

ORDER TYPES

Drive-Thru, Take-out, Delivery, Dine-In or other types of orders.

MODIFIERS (food) How can your food be modified? Extra Cheese, no Gravy, easy on the spice, dressing on the side... Ask your cooks and servers for input.

•	•	•	•	•
•	•	•	•	•
•	•	•	•	•
•	•	•	•	•
•	•	•	•	•
•	•	•	•	•
•	•	•	•	•

- Others _____

We will also need information on any partial or half orders. Include appropriate pricing. Remember to include information on all sizing → Small, Medium, etc. **INCLUDE PRICING.**

What are the additional messaging buttons? “Extra”, “Double”, “Substitute”, “On the Side”, or whatever message might need to go to your kitchen

MENU FLOW

- All alcohol brands, liquors, wells, premiums, super-premiums, special coffees, shooters, cocktails and prices.
- All Non-Alcoholic beverages → Coffees, Teas, Juices, Sodas, include sizes and prices
- Again, here you want to be as specific as possible. If you think it might be asked for, include it. Drink Modifiers may include "rocks", "straight", "Tabasco". Ask your bartenders for input.
- Special Messaging for drinks → "Double", "No", "Extra", etc. INCLUDE PRICING
- Are there different pop-up pages for different drinks? Are Martinis going to have the same modifiers as Highballs? Do you want a generic Modifiers page?
- System3 offers a powerful QuickScreen for use with busy bars. This screen has 45 buttons, and allows you to ring and cash a drink in as little as 2 keystrokes. For this screen, we need your 45 most popular beers/drinks/draughts. This is the only screen in System3 that cannot have more than 45 buttons, so plan accordingly. Additionally, the QuickScreen does not support modifiers of any kind, as they would interfere with speed of service in a fast bar situation.
- What mixes do you use? Are there prices associated with these? What are they?
- Draught beer, sizes and prices.
- Wine list, sizes and prices.
- Bottled brands and prices.
- Cocktails, liquors, premium brands, house brands, super-premium brands, liqueurs.

OTHER INFO

DISCOUNTS

- 2 for 1 promos, ½ price items, drink specials → When, what and how much?
- Price level shifts → Happy Hour appetizers 5-8, etc. → When, what and how much?
- Employee Discounts, Seniors Discounts → Who, what and how much

EMPLOYEE INFORMATION

- Job Codes - What job functions are there? Are there default pay rates for these jobs? How much are they?
- Personal Information - Names, Addresses, Phone Numbers
- Job Information - What do they do? How much do they get paid? List all job functions.
- Security Information - What do you want each employee to have access to? See the enclosed employee security sheet. You'll need one for each employee, including managers and

owners. If you have a server or bartender that also manages, for tracking purposes, they should have two separate security numbers, and separate corresponding security settings.

TAX INFORMATION

- Do you want taxes to be ***applied***, or ***included*** in the price. The difference with included tax is that you can pick an end price (after tax) and System3 will figure out the appropriate retail price before tax.
- List all tax names (as you would have them appear on a bill), and their corresponding rate.

HOUSE ACCOUNTS

- Do you have any house accounts (trade or credit accounts) that you would like set up in advance. If so, list all details including name, address, account limit, etc.

AUDIT TRAIL REASONS

- An Audit-Trail Reason is any reason an item may be voided, comped, wasted, deleted, or discounted. If something can come off of a bill, there should be a reason. List all you can think of. Eg: Staff Error, Customer Changed Mind, Rude, Cold, Didn't like, Long Wait, Music Too Loud, UFO (Unidentified Floating Object), etc.

TENDER TYPES

- Cash, Visa, Foreign Cash, Debit. List all that apply, including gift certificates, house accounts, etc.

SHIFTS

Does your operation run on shifts? If so, when do they begin and end? Eg: Shift 1 Breakfast 6am-11am, Shift 2 Lunch 11am-3pm, etc.

PRICE CHANGES

If your prices change from day to day, or even hour to hour, you must provide the appropriate times and price changes.

Please feel free to add on any other info you feel might be helpful to us. Thanks.