# **Take-Out Integration Form**

Thank you for selecting the Take-Out Solution. We look forward to working with you to customize your CaterTrax site. To prepare for our information gathering call, please read through the information and questions and have the information we need handy.

During our call we’ll discuss some additional options based on your business, as well as expectations of the site launch for this solution. The call will also give you an opportunity to ask any questions you may have. In addition to the questions below, we’ll cover the following topics:

* Options to be offered for delivery or pick-up
* Available service times to be offered for delivery or pick-up
* Lead time requirements for order fulfillment
* Payment choices to be offered and payment processing options
* Order size requirements (minimum and maximum)
* Printer functionality and options (If applicable)

1. What is your internal terminology for this ordering option *(Personal Meals, DeskTop Ordering, etc.)*?
2. What is the primary phone number for contacting the Catering Department?
3. Which days of the week are available for ordering?
4. What is the range of service times to be available for online ordering?

*(Example: 11am – 2pm)*

1. How much lead time is required for these orders?

*(Example: If 45 minutes, an order placed for 12:00pm must be submitted by 11:15am)*

1. What options for payment will you offer for Take-Out ordering?
2. What is the sales tax rate that should apply to Take-Out orders?
3. Have you submitted your Take-Out menu with descriptions and pricing to us? If not, when will it be complete?
4. How recently was your menu updated?
5. Is your menu information complete and finalized with no major changes anticipated in the near future?
6. Who is the primary person regarding menu questions?
7. Have you submitted your ordering policies to us?
8. Do you wish to receive email notifications when orders are submitted?

*If so, please provide the email address(s) that orders should be directed to. Please be aware that orders will appear on your calendar whether you receive email notification, or not.*

*Thank you for taking your time to complete this form. When complete, you may return this to us by email at* [*Site.Launch@CaterTrax.com*](mailto:Site.Launch@CaterTrax.com) *.*

**Site Information**

Site Name:

CaterTrax Site URL (if known):

Your Name: