

First, Last (Owner)

Signature

Date



**MERCHANT SITE SURVEY (Retail)**

**Business Information**

Business name (DBA) \_\_\_\_\_

Business address \_\_\_\_\_

Business telephone \_\_\_\_\_

Business type: SIC code, description of items, type of retail (clothing, convenience, other) \_\_\_\_\_

\_\_\_\_\_

Operators?       Yes     No      If YES, how many?    Qty \_\_\_\_\_

**Operator 1**

First name \_\_\_\_\_ Last name \_\_\_\_\_

T: \_\_\_\_\_ E: \_\_\_\_\_

4-digit pass code \_\_\_\_\_ Role \_\_\_\_\_

**Operator 2**

First name \_\_\_\_\_ Last name \_\_\_\_\_

T: \_\_\_\_\_ E: \_\_\_\_\_

4-digit pass code \_\_\_\_\_ Role \_\_\_\_\_

**Operator 3**

First name \_\_\_\_\_ Last name \_\_\_\_\_

T: \_\_\_\_\_ E: \_\_\_\_\_

4-digit pass code \_\_\_\_\_ Role \_\_\_\_\_

**Operator 4**

First name \_\_\_\_\_ Last name \_\_\_\_\_

T: \_\_\_\_\_ E: \_\_\_\_\_

4-digit pass code \_\_\_\_\_ Role \_\_\_\_\_

**Please note:** if you have more than 4 operators, please provide required details on an attached sheet of paper.

**Business Information continued...**

Will they be using a barcode scanner?  Yes  No

If YES, can they provide all SKU/ITEMS with their barcodes, in an .xls or csv file?  Yes  No

Have you received the list?  Yes  No

How many registers or tablets in total? \_\_\_\_\_

Dejavoo devices (card readers/CC machines)? \_\_\_\_\_

Do they have any coupons or gift cards in circulation?  Yes  No

Have you received the list?  Yes  No

Do they currently have a POS system in place?  Yes  No

What is the POS company's name? \_\_\_\_\_

Do they have a WiFi router in place? Quality? Interferences?  Yes  No

Do they offer WiFi to their customers?  Yes  No

If YES, is the WiFi network separate from the POS (ie, guest WiFi network)?  Yes  No

Username \_\_\_\_\_ Password \_\_\_\_\_

How many printers will they need? Receipt \_\_\_\_\_ Other \_\_\_\_\_

Do they currently have any hardware from previous POS systems?  Yes  No

Make \_\_\_\_\_ Model or Part # \_\_\_\_\_

Receipt \_\_\_\_\_ Label \_\_\_\_\_

Special notes \_\_\_\_\_

Do they have pre-existing Cat5e cabling?  Yes  No

If NO, what date will the cabling be done? \_\_\_\_\_

Number of power outlets needed? \_\_\_\_\_

Do they have the necessary number of outlets available?  Yes  No

Is there someone on staff that knows and is in charge of networking?  Yes  No

If NO, can they get one for day of install? \_\_\_\_\_

Is this a new business?  Yes  No

Planned "GO LIVE" date? Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Planned installation date (for equipment to be there) Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_