

Preferred Attendance: Owner/GM (person making final decisions), Customer's delegated Site Rep for installation and on-going system management, DCRS Sales Manager, Installation & Support Specialist, and Project Manger.

PRE-INSTALLATION REVIEW: Check off each line

- _____ Review the customer's expectation of the System purchased
- _____ Review EVERY LINE ITEM of **Sales Order** and **Riser Diagram**, to insure configuration accuracy or evaluate possible changes
- _____ Review (if applicable) the Security requirements for a Dedicated Payment Application Server: Load NO OTHER SOFTWARE; Install in a secure location; Isolated on a separate network; **DO NOT USE for Email or Internet search** (separate PC required).
- _____ Review Extended Support Plan Offer on Sales Order: Accepted, or understand the date of expiration if not accepted
- _____ Review the **PCI QIR Implementation Statement** for understanding that any Payment Application installation on or after 3/31/16 will require "QIR Reporting" by DCRS, acceptance by Customer, **and this document must be submitted to the PCI Security Standards Council upon completion of the final installation.**
- _____ Distribute & Review the importance of the **PCI Implementation Guide**, applicable to product(s) being installed
- _____ Review all items in **Customer Information** document:
 - _____ PCI Data Security Standard: Review Customer being solely responsible for security of using the Internet for any purposes, that responsibilities include preventing unauthorized access to, or damage as a result of unauthorized access, and about the many responsibilities that are part of the Merchant Agreement that was executed with their Credit Processor/Acquirer.
 - _____ Site Preparation: Include a review of the **AC Power Requirements** document
 - _____ Warranty: Length and coverage
 - _____ Support Plan: Review **Customer Support User's Guide**; discuss support Post-live, Post-warranty, **Windows Updates**
 - _____ Training: Length and coverage
 - _____ Supplies: Review any items needed that are not part of the Sales Order
 - _____ Documentation: All electronic; most products have no hard copy manuals
 - _____ Hardware Placement & System Care Considerations: Heat, water, electrical devices that produce noise induction, etc.
 - _____ System Implementation Schedule: Select a pivotal Employee to manage the system. Review **Tentative Schedule** and discuss the site prep's deadlines (that must be met to fit the schedule), the responsibilities (who does what, by what date), and the rescheduling impact (should any delays occur with the scheduled dates). Show a current **Project Schedule** with Customer to help them understand the impact of delays on their part does create delays on our part.
 - _____ Network Cabling
 - _____ Review Cable/DSL/Phone Lines for Routers/Modem, and IP address. A Serial Modem can be installed on a user-provided dedicated Analog Phone Line, available as an optional back-up to some of our Payment Applications.
 - _____ Security for Internet, Antivirus, Wireless: Review the Customer being solely responsible for keeping the maintenance up-to-date for Virus Definitions (of Antivirus software) and Security Subscriptions (of SonicWALL device), and the security of Wireless connectivity, beginning immediately at time of installation.
- _____ Schedule dates for the following:
 - _____ Electrical inspection: _____
 - _____ Network Cabling pulled: _____
 - _____ Cable/DSL or Phone Line installation (for router or modem): _____
 - _____ Program, Database, Sales Tax Rate information received: _____
 - _____ Program review: _____
 - _____ Final inspection of Electrical, Cabling, and Cable/DSL/Phone Lines: _____
 - _____ Network cable connectors installed: _____
 - _____ Physical Delivery: _____
 - _____ Training: _____
 - _____ Live Support: _____
- _____ Tax Rate, Database Programming, Auto Gratuities. Review the Customer being solely responsible for: Accuracy of all Tax Rate and Database Programming, including checking and testing in advance of use, both at install and in the future; Auto Gratuities are no longer considered "Tips" and are considered income, subject to tax and withholdings, per IRS effective January 1, 2014.

DCRS HAS ADEQUATELY COVERED ALL THE ABOVE TOPICS

Date Printed Name Customer Signature

Site Contact Email Address _____

ORIGINAL (top) to DCRS SECOND COPY to CUSTOMER Sup006 01.20.16