



# GETTING STARTED WITH CAT MENUS

Restaurant Name: \_\_\_\_\_ Phone Numbers \_\_\_\_\_

Customer Name: \_\_\_\_\_ DSM or TM Name \_\_\_\_\_

1. Size of Menu: 8.5x11 \_\_\_\_\_ 8.5x14 \_\_\_\_\_ 11x17 \_\_\_\_\_ or other size \_\_\_\_\_

2. Style of Menu: bi-fold (booklet style) \_\_\_\_\_ tri-fold (6-pages/folded over) \_\_\_\_\_  
or single sheets) \_\_\_\_\_

3. Number of Menu Pages (including cover): \_\_\_\_\_ Number of Menus Needed: \_\_\_\_\_

4. Menu Inserts: \_\_\_\_\_ or Lamination \_\_\_\_\_

5. Will you be staying with the current menu size? \_\_\_\_\_

6. Theme of restaurant: \_\_\_\_\_

7. Website Address: \_\_\_\_\_

8. Logo:

\_\_\_\_\_ yes (If yes ....please send logo in JPG or PDF format to: [tami@catrestaurantandmarketing.com](mailto:tami@catrestaurantandmarketing.com)

\_\_\_\_\_ no (If no.... do they need a new logo?)

9. Pictures:

\_\_\_\_\_ yes (please send in JPG format to: [tami@catrestaurantandmarketing.com](mailto:tami@catrestaurantandmarketing.com)

\_\_\_\_\_ no photos required

10. Menu Text: *Please send menu text in either word or PDF form.* You can send us the entire menu in PDF or do you have a website we can pull their menu PDF. If you don't have either, please indicate we will need to type the menu. Send menu text to: [tami@catrestaurantandmarketing.com](mailto:tami@catrestaurantandmarketing.com)

11. Design Elements:

Colors of restaurant: \_\_\_\_\_

Any special items or design they would like on menu? \_\_\_\_\_

12. Send all menu changes in a word doc or on a scanned menu. *Please submit all changes including: menu items, menu descriptions, menu pricing and new menu items.* If you have MPP done please send in excel format by menu item category or a 30-day POS report.

13. Date submitted To CAT: \_\_\_\_\_

14. Any Other Information: \_\_\_\_\_

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\_\_\_\_\_

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