

E A T A L Y

# PRESENTING CHECKS

RESTAURANT SERVICE STANDARDS

Why is it important to present the check properly?

# Bringing the Check to the Table

## When to bring the check...

- When the table is halfway through dessert  
OR
- When the guest answers “no” to “May I bring you anything else?”  
OR
- When the guest requests that you bring the check

## How to approach...

- Make sure the check is accurate before approaching the table
- When you can, have the check already printed when you approach and on your person for efficiency and speed
- Do not be *afraid* to drop the check
  - If there is nothing left to bring, there is no harm in dropping the check
- If the check is requested, be sure to make the process as quick as possible

# Check Presentation

- Have a *clean* printed check
- Clip to a *clean* postcard
- Drop the check face up



# Collecting Payment

- Credit card payments
  - Always bring a pen
  - Take the signed check before the guest leaves to make sure it is signed properly
- Cash payments
  - Always bring exact change
  - We never assume the change is the tip
  - We never ask if the change is the tip

Once payment is complete, warmly thank the guest.

# Let's Practice!

Presenting Checks