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› **Adams Guest Check Pads, Single Part, Perforated, White, 3-2/5" x 6-3/4 ", 50 Sheets/Pad, 5 Pads/Pack (525SWMT) 3-2/5 x 6-3/4 Inches**

Adams 525SWMT

Adams Guest Check Pads Instruction Manual

Model: 525SWMT

1. PRODUCT OVERVIEW

The Adams Guest Check Pads (Model 525SWMT) are designed for efficient record-keeping in various service environments. These single-part guest checks are constructed from durable white tag stock, ensuring longevity and ease of use. Each pad contains 50 sheets, and this package includes 5 pads, totaling 250 checks.

Key features include:

- Single-part guest checks printed on white tag stock.
- Dimensions: Book size is 3-2/5" x 6-3/4", with a detached size of 3-2/5" x 6-1/4".
- Consecutive numbering within each pad, located at both the top of the form and on the bottom stub for streamlined record-keeping.
- A perforated bottom stub that serves as a convenient guest receipt, allowing for quick and clean removal.
- A "Thank You" message printed in blue ink on the back of each check, along with additional lines for notes.
- Each pack contains 5 pads, with 50 sheets per pad.

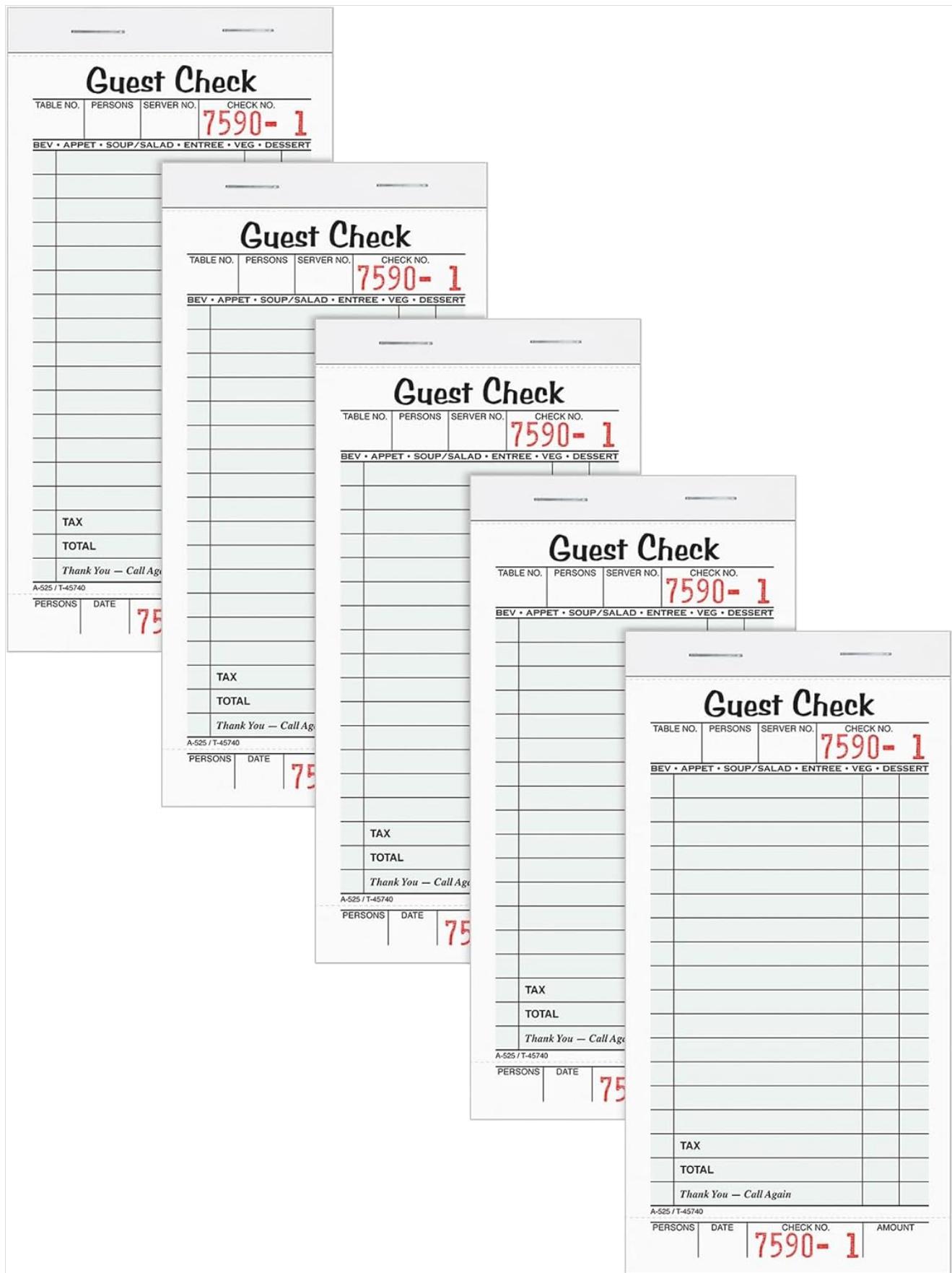


Image 1.1: A pack of five Adams Guest Check Pads. Each pad features a standard guest check layout with fields for order details and a perforated stub at the bottom.

2. SETUP AND PREPARATION

The Adams Guest Check Pads are designed for immediate use upon unboxing. No assembly or complex setup is required.

- Unpack:** Remove the 5-pack of guest check pads from its packaging.
- Storage:** Store unused pads in a dry, cool place to preserve paper quality.
- Placement:** Place a single pad into a server book, check presenter, or designated area for easy access during service. The cardboard backing of the pad provides stability for writing.

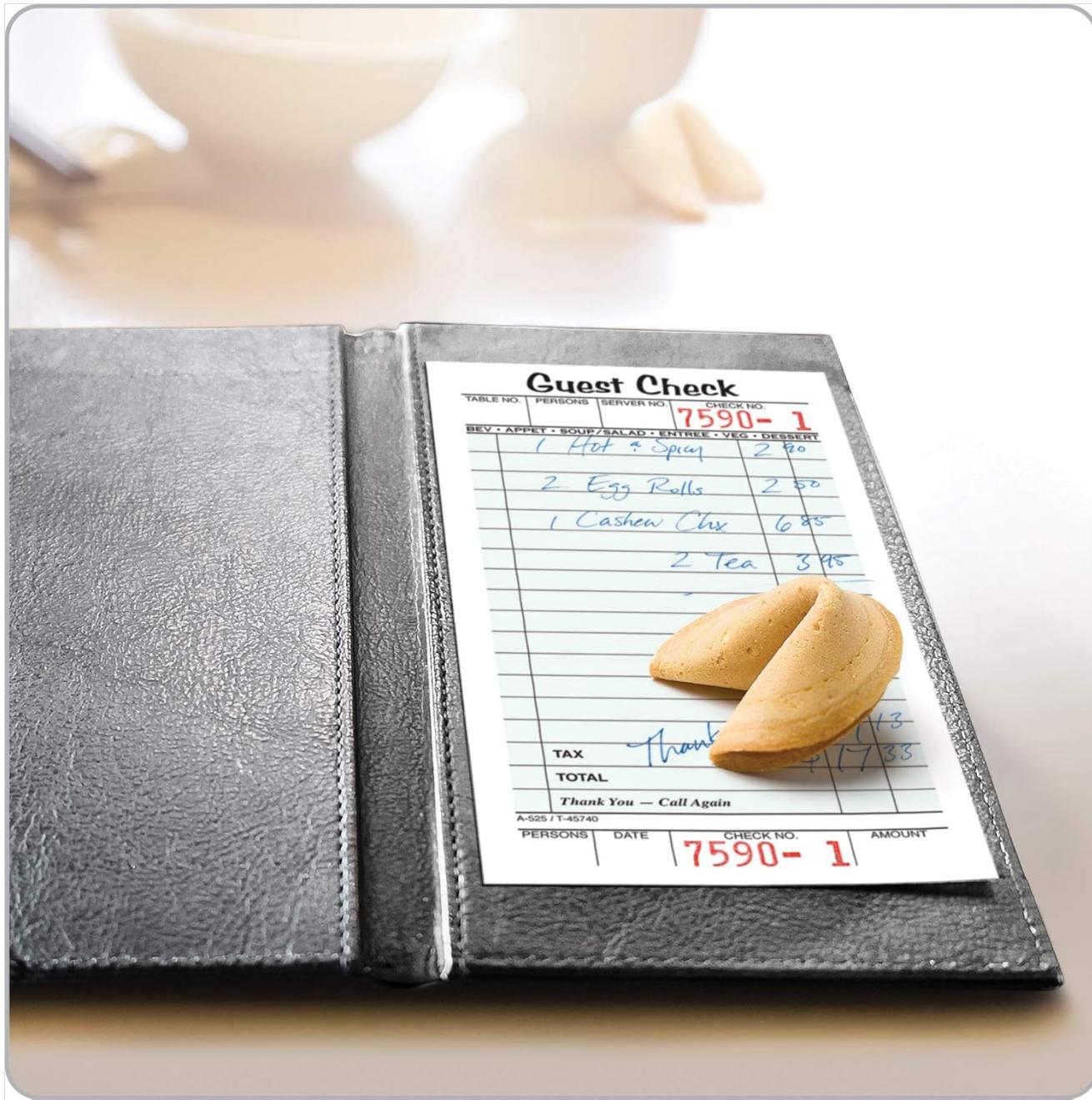


Image 2.1: A guest check pad positioned within a standard server book, demonstrating how it fits securely for practical use.

3. OPERATING INSTRUCTIONS

Follow these steps for effective use of the guest check pads:

- Record Order Details:** Fill in the top section of the guest check with relevant information such as Table No., Persons, Server No., and Check No. The Check No. is pre-printed and consecutively numbered for easy tracking.
- List Menu Items:** Write down the customer's order clearly in the designated lines. Ensure legibility for kitchen staff or order processors.
- Calculate Totals:** Use the provided lines for "TAX" and "TOTAL" to calculate the final amount due.
- Provide Receipt:** Once the transaction is complete, the bottom stub of the guest check is perforated for easy

removal. Tear off this stub to provide the customer with their receipt. The stub also contains the check number for reference.

5. **Record Keeping:** The main portion of the guest check remains in the pad (or server book) for your records, facilitating accurate accounting and order management.

Perforations

for easy removal

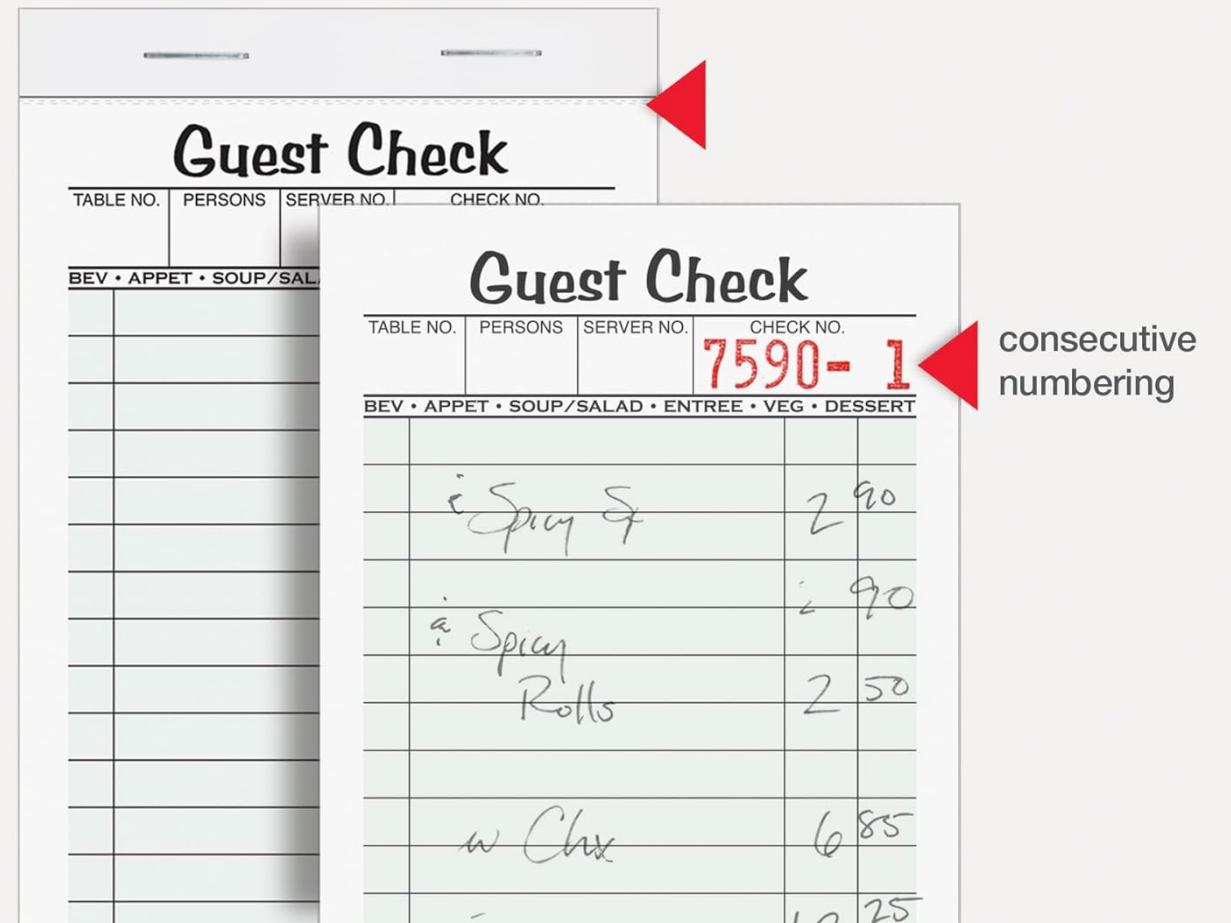


Image 3.1: Detail of the guest check showing the perforation for the receipt stub and the consecutive numbering at the top and bottom.

Guest Receipt

Perforated for easy removal



Image 3.2: The perforated guest receipt stub, designed for easy and clean detachment to be given to the customer.

4. MAINTENANCE AND STORAGE

To ensure the longevity and quality of your Adams Guest Check Pads, follow these simple maintenance and storage guidelines:

- **Keep Dry:** Store pads in a dry environment to prevent moisture absorption, which can cause paper to warp, stick together, or become difficult to write on.
- **Avoid Extreme Temperatures:** Protect pads from direct sunlight and extreme heat or cold, as these conditions can degrade paper quality and ink.
- **Flat Storage:** Store pads flat to prevent bending or creasing of the checks, which can affect their appearance and usability.
- **Protect from Spills:** Keep pads away from liquids and food to avoid stains and damage.
- **Secure Placement:** When in use, ensure the pad is securely placed in a server book or holder to prevent accidental drops or damage.



Image 4.1: Proper storage of multiple guest check pads, stacked neatly to maintain their form and quality.

5. TROUBLESHOOTING

While Adams Guest Check Pads are designed for reliability, minor issues may occasionally arise. Here are some common scenarios and their solutions:

Problem	Possible Cause	Solution
Checks Tearing Unevenly	Improper tearing technique or excessive force.	Ensure you tear along the perforated line. Apply steady, even pressure. If using a server book, ensure the pad is properly seated.
Ink Bleeding/Smudging	Using a pen with excessive ink flow or writing on a damp surface.	Use a standard ballpoint pen. Ensure the paper surface is dry before writing. Allow ink to dry briefly before handling.

Problem	Possible Cause	Solution
Pages Sticking Together	High humidity or moisture exposure during storage.	Store pads in a dry, climate-controlled environment. Fan through the pages gently before use to separate any sticking sheets.
Difficulty Writing Smoothly	Uneven writing surface or damaged pad.	Ensure the pad is on a flat, stable surface or properly inserted into a server book. If the pad is damaged, use a new one.

6. PRODUCT SPECIFICATIONS

Detailed specifications for the Adams Guest Check Pads (Model 525SWMT):

- **Brand:** Adams
- **Model Number:** 525SWMT
- **Manufacturer:** TOPS Products
- **Item Weight:** Approximately 1 pound (for the 5-pack)
- **Product Dimensions:** 6.75 x 3.4 x 1.5 inches (overall package)
- **Sheet Size:** 3-2/5 x 6-3/4 inches
- **Detached Receipt Size:** 3-2/5 x 6-1/4 inches
- **Color:** White
- **Material Type:** Paper (durable tag stock)
- **Number of Items:** 1 (referring to the 5-pack unit)
- **Sheets per Pad:** 50
- **Pads per Pack:** 5
- **Total Checks:** 250
- **Features:** Single-part, perforated stub, consecutive numbering, "Thank You" message on back.

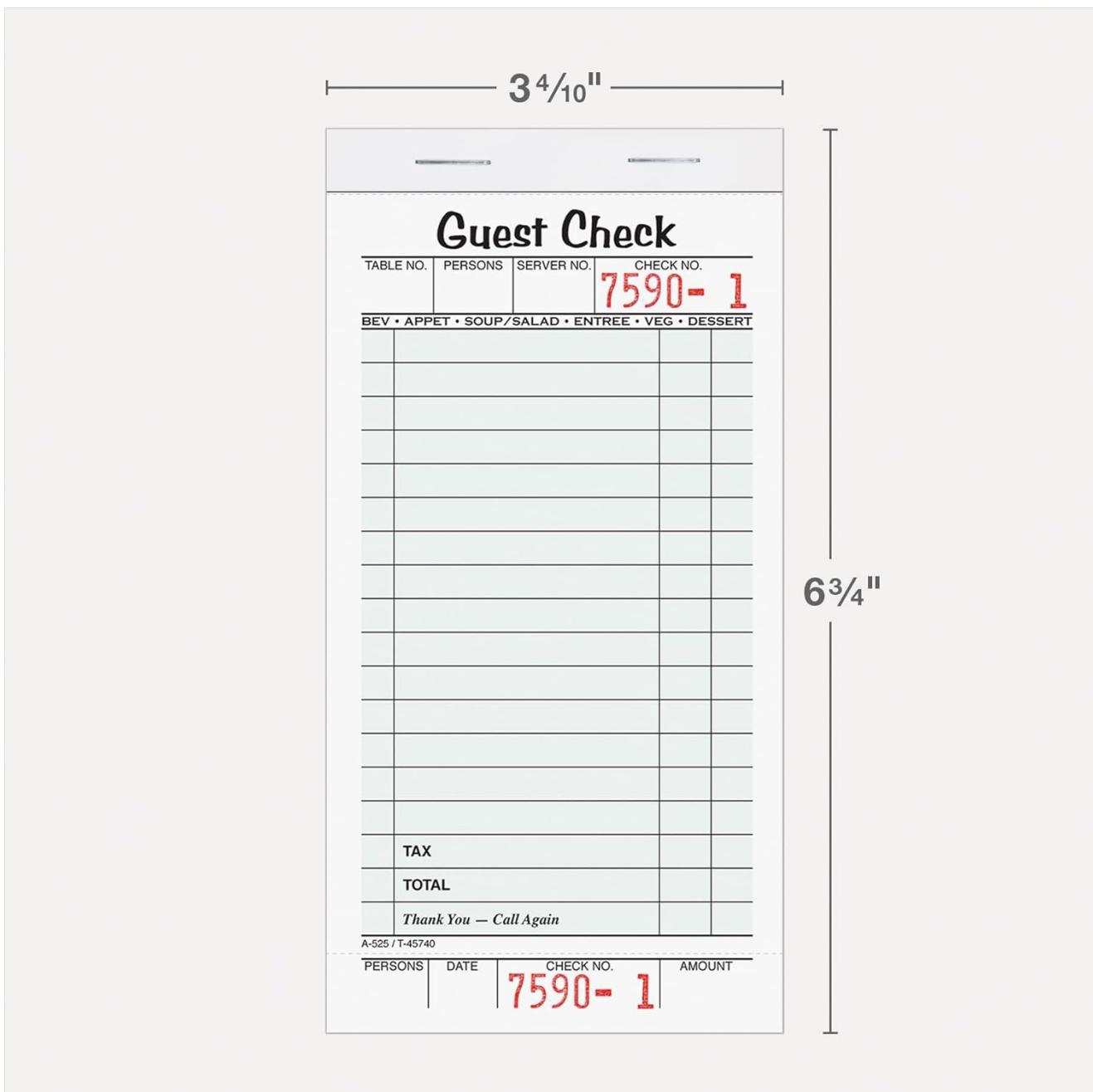


Image 6.1: Visual representation of the guest check pad's dimensions.

7. WARRANTY AND SUPPORT

For any inquiries regarding the Adams Guest Check Pads, including product quality or usage, please contact the manufacturer, TOPS Products. While specific warranty details are not provided in this manual, general product support can be obtained through their official channels.

You can typically find contact information for TOPS Products on their official website or through the retailer where the product was purchased. Please have your product model number (525SWMT) ready when contacting support.