

# Menu Template Instructions



**Step 1:** Select which menu templates you will be needing:

**WPS Starbucks Branded Green 4-Panel Menu**

- Panel 1: Espresso, Coffee & More
- Panel 2: Teavana® Handcrafted Tea
- Panel 3: Starbucks Refreshers® & Frappuccino® Blended Beverages
- Panel 4: Smoothies + room for additional menu items

**WPS Starbucks Branded Green 3-Panel Menu**

- Panel 1: Espresso, Coffee & More
- Panel 2: Teavana® Handcrafted Tea
- Panel 3: Starbucks Refreshers®, Frappuccino® Blended Beverages + room for additional menu items

**WPS Starbucks Branded Green 2-Panel Menu**

- Panel 1: Espresso, Coffee & More
- Panel 2: Teavana® Handcrafted Tea, Starbucks Refreshers® + room for additional menu items

**WPS Starbucks Branded Light-Colored Menu**

- Panel 1: Espresso, Coffee & More
- Panel 2: Teavana® Handcrafted Tea
- Panel 3: Starbucks Refreshers® & Frappuccino® Blended Beverages
- Panel 4: Smoothies + room for additional menu items

**WPS Starbucks Branded Dark-Colored Menu**

- Panel 1: Espresso, Coffee & More
- Panel 2: Teavana® Handcrafted Tea
- Panel 3: Starbucks Refreshers® & Frappuccino® Blended Beverages
- Panel 4: Smoothies + room for additional menu items

**Step 2:** Add the name of your Café at the top of the first menu panel. All menus must include name of your café.

**Step 3:** Review the included pre-populated beverage items. Beverage items can be removed but should not be altered in any other way

**Step 4:** Input price and calorie information by size. It is the Operator's responsibility to set pricing and add nutritional information.

**Step 5:** Place optional drink image. You may include a beverage image in the last panel; however, it must follow 5x4 ratio and have transparency to show background color through the glass. (Preferred file format is .PNG with transparency.) Images can be found here: <https://www.nestlecoffeepartnerssl.com/operator-brand-experience-toolkit>

**Step 6:** The final panel on all options includes space for you to include additional menu items if not already populated throughout. **Note:** Only items outside of the WPS Starbucks program can be listed on the last panel without the WPS Starbucks logo.

**Step 7:** Save and upload your menu board for display.