

MINISTRY OF FOOD.

Reference. WT/CMF/62

50/52 Cathedral Road, Cardiff.

To Local Authorities operating British Restaurants. British Restaurants.

Substitution of Paper Meal Tickets by Tokens of
Plastic Material.

1. The- Paper Control has informed this Ministry that the increasing demand from British Restaurants for paper tickets is accentuating the existing paper shortage difficulties and has requested the Ministry to adopt some other system which will not involve the use of paper.
2. The advantages of using paper meal tickets, numbered in numerical order, are recognised, but it is necessary in the national interest to ask all Authorities operating British Restaurants, where paper tickets are in use, to introduce in their place tokens made of plastic material. In a few exceptional cases, e.g. where Cash Registers are employed, it will not be necessary to use tokens.
3. Authorities should make arrangements for the replacement of paper tickets at once so that the new system may be introduced as soon as existing stocks of tickets are exhausted.
4. Notes based on the arrangements in one British Restaurant, where tokens are already used successfully, are given below.
5. A devise for stacking the tokens in the Cash Desk will be necessary. A very simply constructed rack which can be made locally, of either iron, metal or wood would be suitable.
6. Firms with whom orders are placed may ask for a Government Contract Number. If so, they should be instructed to apply to the Ministry of Supply, Plastics Control, Great Burgh, Epsom, Surrey, stating that the order is for a British Restaurant, and giving the name of the Local Authority.

ARRANGEMENTS FOR USING TOKEN

Description of Tokens

1. Distinctively coloured tokens inscribed with the name of the Restaurant and of the respective course, e.g. "Meat", 'Soup', etc. are provided for each course, e.g.

Red.....	Meat
Yellow.....	Soup
Green.....	Sweet
Brown.....	Tea or coffee, etc.

2. Tokens are of two uniform sizes, viz. 1 1/4" for adults, and 1" for children (when separate prices are charged) and each 1/16" in thickness.
3. An officer, other than the cashier of the Restaurant, should be responsible for the safe custody of all tokens purchased by the Council, for the issue of the tokens daily to the cashier and for the collection of the tokens which have been deposited at the serving counters. The officer responsible for these duties should be if possible a member of the Accountant's staff.
4. Before the commencement of business each day the officer referred to in paragraph 3 should hand to the Restaurant cashier a supply of tokens for use during the day. The cashier should give a receipt for all tokens received,
5. Before any meals are served the cashier arranges the tokens in a suitable container, each colour in a separate column.
6. The cashier exchanges the various tokens for cash from customers before they enter the serving counters.
7. The tokens are then given up by the customer for each course. As each course is served the server drops the token into a locked box conveniently placed at counter level so as not to interfere with the main purpose of quick serving. Alternatively the tokens may be dropped through a slot in the counter into a locked drawer below,
8. After the close of the serving counters the officer referred to in paragraph 3 should open the locked boxes &c., under the serving counters and count and record the number of token deposited. This officer will retain the tokens for reissue to the cashier when necessary.
9. The cashier pays all monies collected to the Borough Treasurer or the Bank at close of day, without waiting to agree with the total ascertained from tokens counted as above. The reconciliation can be made later.
10. A Collecting and Deposit Book is compiled summarising the amounts due under the various courses and classes of meals, together with the amounts actually banked.
11. If a customer purchases a token but does not exchange it the cashier will bank a larger amount than is revealed by the 'count up' at the close of the meal time. If the customer then presents the token at a later date, the cashier will not have sufficient cash, but over a period these variations will cancel out.

Suitable discs can be obtained from:-

Messrs. Rosedale Assoc. Manufacturers Ltd.,
Treforest Trading Estate,
Glamorgan.

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11/9/42.

BRITISH RESTAURANTS

Substitution of Paper Meal Tickets by Tokens of Plastic Material

1. With reference to the Circular 7DAW/62 further consideration has been given to the question of tokens for British Restaurants. The adoption of standard types does not appear to be practicable, certain arrangements' making for uniformity have been agreed with the British Plastics Federation, the representative organisation for firms manufacturing plastic materials.
2. The firms listed below are prepared to supply circular tokens in various colours punched in the centre and stamped "British Restaurant" on one side and with space" for the name or initials of the Local Authority on the other. The cost of the dies for the name of Local Authorities will be an additional initial charge.
3. The experience of Local Authorities using tokens seems to suggest that it is sufficient to denote meals or courses simply by the colour of tokens but Local Authorities should decide for themselves whether their tokens are to be stamped with the types or prices of the meals.
4. In order to save expense it is suggested that you obtain tokens from the firm situated nearest to your district.