

# Red Clay Café Online Classroom Food Order Instructions

*Thank you for choosing Red Clay Café for your classroom catering needs!*

1. To submit a catering order, please visit [www.redclaycafe.com](http://www.redclaycafe.com) and click on the “Catering” Button. From the drop down menu, click on “online catering.”
2. For step 1, please fill out each field to give us more information about your catering event and then click the next button.
3. This will take you to “Step 2” where you will be asked to choose items. Please click “Classroom Food Orders” to make sure that items offered are USDA Smart Snack Compliant.
4. Please enter quantity of snacks needed in quantity section and click add to cart. Please only click on this once. If you click it multiple times, you will have multiple orders in your cart.
5. To view your cart, click on view cart at the top of the screen on the right. Here you are able to edit your cart by changing quantities of items or deleting items.
  6. If your order is correct, click checkout at the bottom of the screen.
7. Please enter your email in the space provided and print screen for your records.

## **How does buying from Red Clay Café Benefit you?!**

- ◆ We do the guess work for you! All of our snacks are Smart Snack Approved, meaning we have already done all the work and made sure that these items are approved!
  - ◆ Snacks are already screened for allergies!
- ◆ We offer Bulk pricing for catering for Classroom Snacks, which saves you money!
  - ◆ We deliver right to your room! Which means no shopping or setting up!