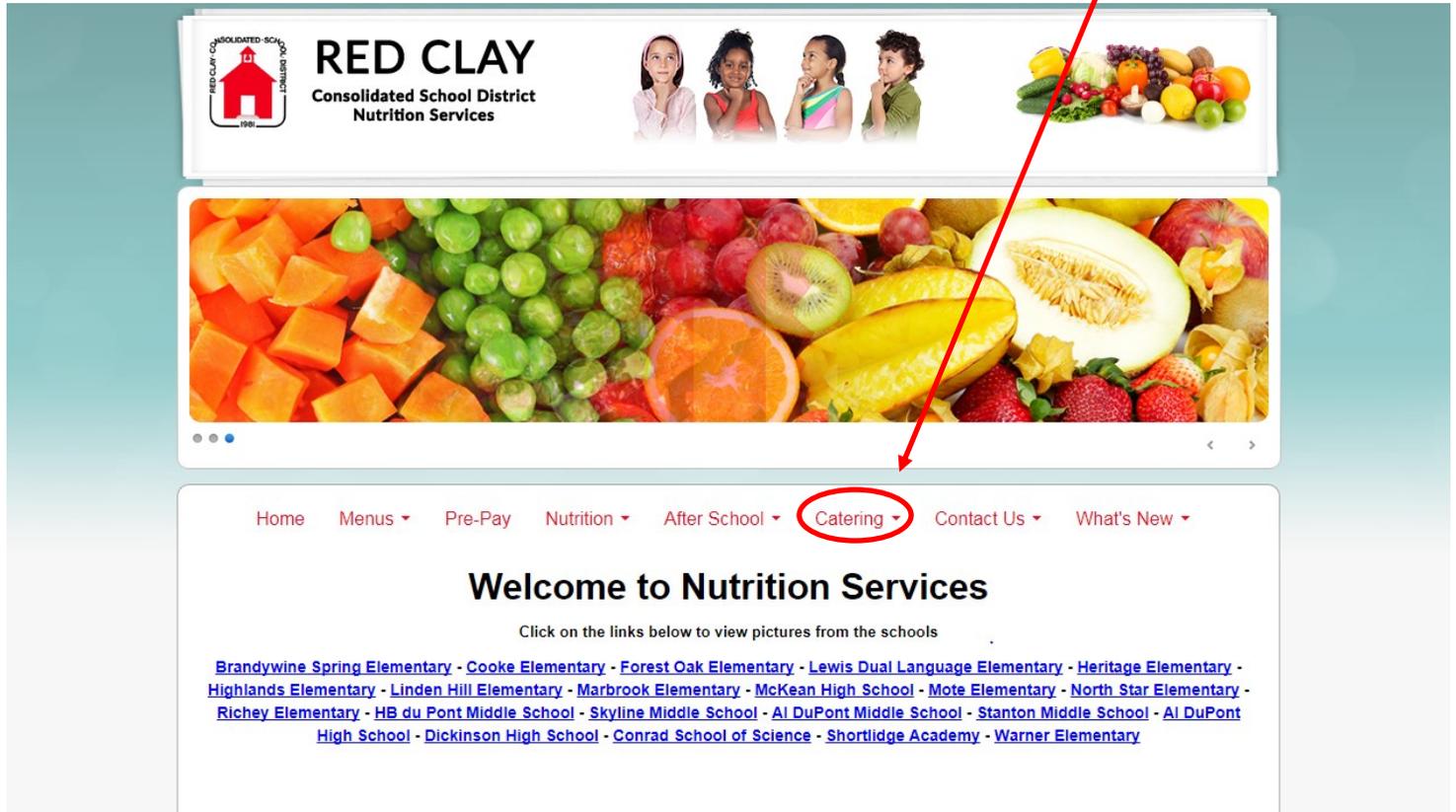
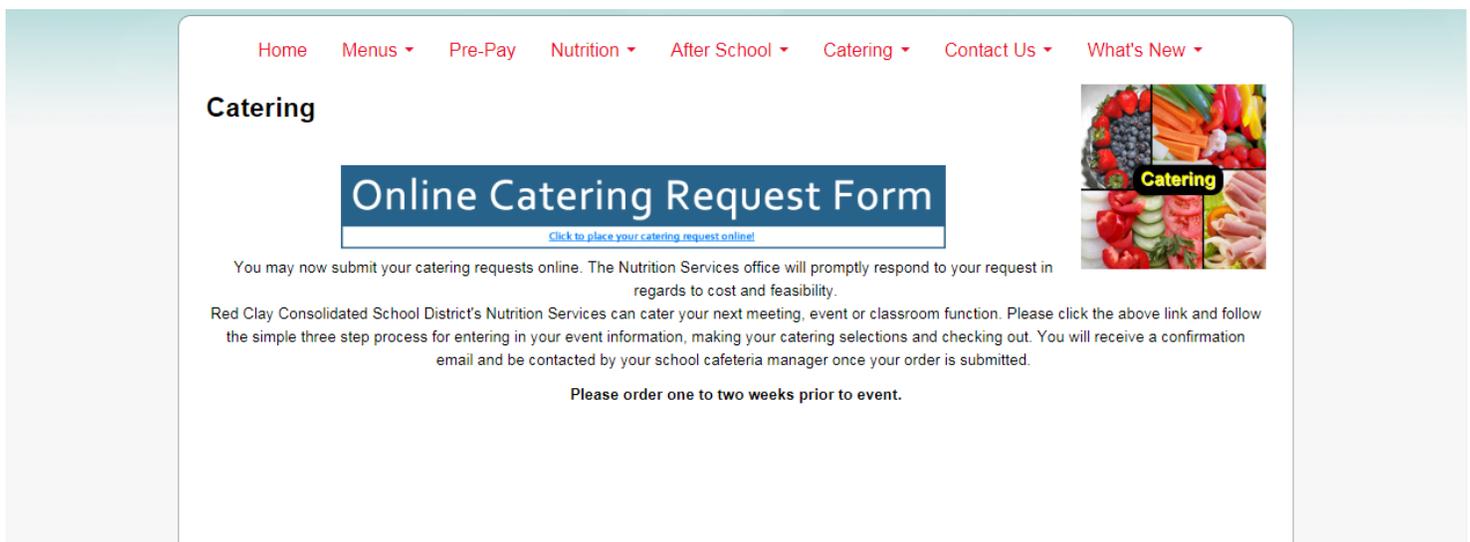


# Red Clay Café Online Classroom Food Order Instructions

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



Click the “Online Catering Request Form” button seen below:



The Catering button will take you to an online form, seen below. Please fill out information in space provided. Please note that you cannot move on until you fill out each field.

<b>Name of Organization or Person Requesting: *</b> <input type="text" value="Name of Organization or Person Requesting:"/>	<b>Event Date:</b> <input type="text" value=""/> 	<b>Number to be Served: *</b> <input type="text" value="Number to be Served:"/>
<b>Event Location (School &amp; Location within Building): *</b> <input type="text" value="Event Location (School &amp; Location within Building):"/>	<b>Time Set up is to be Ready</b> <input type="text" value="Time Set up is to be Ready"/>	<b>AM or PM</b> <input type="text" value=""/>
<b>Event Name *</b> <input type="text" value="Event Name"/>	<b>Contact Phone #</b> <input type="text" value="Contact Phone #"/>	
	<b>Contact Email Address: *</b> <input type="text" value="Contact Email Address:"/>	
<b>Billing Name: *</b> <input type="text" value="Billing Name:"/>	<b>Billing Address *</b> <input type="text" value="Billing Address"/>	
<b>Funding Source *</b> <input type="text" value=""/>	<b>Building Fund (if applicable)</b> <input type="text" value="Building Fund (if applicable)"/>	
<b>Internal Account (if applicable)</b> <input type="text" value=""/>	<b>Will Your Event Require A Server? *</b> <input type="text" value=""/>	

**\*\* IMPORTANT NOTE:** You MUST communicate any additional labor needs for your event to the cafeteria manager when they reach out to you to confirm your order. There will be an additional fee for labor if beverage/special function service requires Nutrition Department personnel in attendance for set-up/service/break-down. This will not be included in your quote emailed to you today but communicated to you by the cafeteria manager and will be included in final bill from the nutrition office. The final bill received from the nutrition office will include this labor cost. All food prep, cooking, cleaning is included in food cost.

**Signature of Requesting Person: \***

After you have filled out all pertinent information, please click the “next” button.

Upon filling out this request, you should receive an email confirmation within 24 hours regarding your order. If you do not receive an email confirmation within 24 hours, please reach out to [Jessica.Farrand@redclay.k12.de.us](mailto:Jessica.Farrand@redclay.k12.de.us) to ensure that your request was received.

Next

If you do not receive an email confirmation, please email Jessica Farrand to ensure that your request was received.

Once you are on step 2, you may choose your classroom snacks. To ensure that snacks are USDA Smart Snack Compliant, please be sure to click on the “Classroom Food Orders” button.

The screenshot shows a three-step process: Step 1 (Catering Request Form), Step 2 (Choose Items), and Step 3 (Review Order). Step 2 is active. On the left is a 'CATERING MENU' for 'RED CLAY CONSOLIDATED SCHOOL DISTRICT' with categories: BREAKFAST, SALADS, SANDWICHES AND WRAPS, ENTREES, SIDE ITEMS, BEVERAGES, and DESSERTS. On the right, order details include: Order Total (\$0.00), Pickup Date (Tuesday 10/17/2017), Name of Organization or Person Requesting (Emily), Number to be Served (25), and Event Location (Stanton Nutrition Office). At the bottom, a navigation bar contains 'Red Clay Bakery' and 'Classroom Food Orders' (circled in red). A red arrow points from the text above to this button. A 'View Cart (0)' button is also visible.

Once you have looked through our wide selection of snacks, please enter quantity of snack needed. Please make sure to offer choose unit range for pricing. Unit range examples (20-49 units, 50-99 units, etc.). Then click add to cart.

The screenshot shows the product page for 'Pirate's Booty Cheddar Puffs'. On the left is an image of the product box. The main content area has a 'Select Unit Range:' dropdown menu (circled in red) and a 'Choose Unit Measure (Unit Price Varies Accordingly) 20-49 Units, 50-99 Units, >=100 Units.' text. On the right, the product name 'Pirate's Booty Cheddar Puffs' (circled in red), the quantity '30' (circled in red), and the price '\$0.62' (circled in red) are displayed. An 'Add to Cart' button is at the bottom right.

Note: Please only click add to cart once, as if you click it multiple times, it will be added to your cart. View your cart by scrolling to the top and clicking “view cart” on top right-hand side.

By clicking “view cart” you will see screen below, you can edit your cart by increasing or decreasing quantity or by deleting an item.

[Info](#)
[Breakfast](#)
[Salads](#)
[Sandwiches and Wraps](#)
[Entrees](#)
[Side Items](#)
[Beverages](#)

[Red Clay Bakery](#)
[Classroom Food Orders](#)
View Cart ( 2 )

Item	Item Price	Quantity	Price
<b>Pirate's Booty Cheddar Puffs</b> Select Unit Range: 20-49	\$0.62	<input type="text" value="30"/>	\$18.55 <span style="color: red;">✕</span>
<b>Pirate's Booty Cheddar Puffs</b> Select Unit Range: 20-49	\$0.62	<input type="text" value="30"/>	\$18.55 <span style="color: red;">✕</span>
<b>Order (Cart) Total</b>		<b>\$37.10</b>	
<b>Amount Due:</b>		<b>\$37.10</b>	

Comments

Next

After your cart is edited, you can click on the “next” button or Step 3: Review Order. At this time, you can put in any comments or special requests. If your order is correct, click on checkout at bottom of screen.

Step 1  
Catering Request Form

Step 2  
Choose Items

Step 3  
Review Order

Order Total  
\$ 18.55

Pickup Date  
Tuesday 10/17/2017

Name of Organization or Person Requesting:  
Emily

Number to be Served:  
25

Event Location (School & Location within Building):  
Stanton Nutrition Office

Item	Item Price	Quantity	Price
<b>Pirate's Booty Cheddar Puffs</b> Select Unit Range: 20-49	\$0.62	30	\$18.55
<b>Order (Cart) Total</b>		<b>\$18.55</b>	
<b>Amount Due:</b>		<b>\$18.55</b>	

**School Advisory:** This is your estimated quote for this function and does not include any possible labor charge for set-up or service needed. The cafeteria assistant manager will follow-up to determine any additional needs your event may have and a final invoice will be sent no more than one week after your event.

Customer Comments:
 

Checkout

Enter your email for order confirmation and print out page. If you do not get an email confirmation in 24-hours of submitting catering order, please email Jessica Farrand (jessica.farrand@redclay.k12.de.us).

## Order Confirmation

### Order Details

**Creation date**  
October 3rd 2017  
11:46:17 AM

**Event Date**  
Tuesday, October 17th 2017

**Site**

Enter e-mail for order:

### Order Items

Item	Item Price	Quantity	Price
<b>Pirate's Booty Cheddar Puffs</b> Select Unit Range: 20-49	\$0.62	30	\$18.55

**Order (Cart) Total \$18.55**

**Amount Due: \$18.55**

Thank you for using Red Clay Café for all your catering needs!