



How to Order from the Catering Menu Online

Step One:

Selecting Menu Items Select the menu items and quantities you'd like to order and add them to the cart. When finished, click the "order now" box on the bottom, right-hand side of the page.

Step Two:

Order Options

Delivery: leave as is

From: leave as is

At: enter event date (this date **must be at least 5 working days** in advance)

Time: select start time for catering (this is the time you'd like to eat)

I'll pay with: select House Account/State Account/ Check

Step Three:

Account & Location

Account Type: select Foundation Account, State Account or Other (cash, check or credit card)

Location: enter the location (building and room number where you'd like us to set-up)

Step Four:

Additional Info

Special Instructions: enter the event name and end time in this box

Step Five: Event Info

Company Name: enter your department/organization name
Guest Count: enter the number of guests you are ordering for
On-site Contact Name: enter your name (or the name of the on-site contact person if someone else)
On-site Contact Phone: enter your phone number

Step Six: My Info

Sign-in to your account, or continue as guest (enter name, email address and phone number)

If you choose to create an account, you will be able to log-in and view past orders, save orders as favorites and copy orders to a new date. This is not required, but is recommended.

Step Seven: Checkout

When finished entering all of the above information, click the “checkout” button on the bottom, left-hand side of the box. The checkout screen shows you the order information and total (including sales tax and service charge). If you are an off-campus group, the service charge will change (currently 20% and subject to sales tax), but all other figures should be accurate. If everything is correct, click the “place order” button. Or, you can click the “back” button and make any necessary changes.

Please review all information before placing your order.

Step Eight: Submit

Once you place your order, you will receive an email confirmation. **THIS IS NOT AN INVOICE.** Please wait until you receive a catering invoice before processing any account paperwork. If your account type requires a signed hospitality form, you must email it to dhcatering@csudh.edu when placing your order. You will not receive an invoice until that form has been submitted to our office.

