



HOW TO ORDER FROM THE ONLINE CATERING MENU

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.
- Address: Enter Room #: Enter the location (building and room number where you'd like us to set up).
- 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 (For Foundation or State Account) or, Check (for check, cash, or credit card).

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 any catering notes or requests 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 and Phone: Fill this out if you are not the on-site contact person for the event.

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.