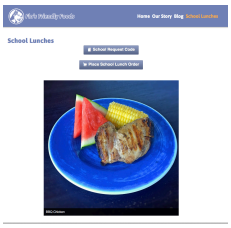
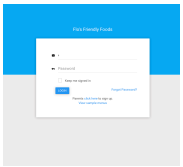
HOW TO ORDER

Please follow the steps below to place your order. Our order cut off is **12pm the day before delivery**. If your order is paid for after our cut off your child's name will not appear on our packing slips and a lunch will not be delivered.

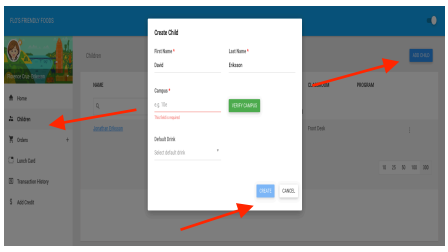
STEP 1: VISIT WEB SITE & MENU
http://www.flosfriendlyfoods.com/school-lunches/
If you are ready to order please click the brown "ORDER HERE" button



STEP 2: LOG IN or REGISTER
Create a username and password. You will need to remember that **YOUR CAMPUS CODE IS: 1e9**

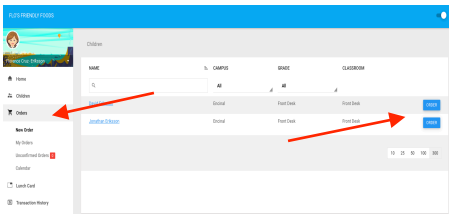


STEP 3: CLICK ON CHILDREN (LEFT UNDER THE PERSON ICON) AND THEN CLICK ON "ADD CHILD" (RIGHT CORNER) CREATE CHILD WINDOW WILL APPEAR FILL OUT WITH INFO. BE SURE TO MARK YOUR CHILD'S FOOD ALLERGIES. THE SYSTEM WILL ALERT YOU IF AN ITEM YOU HAVE CHOOSEN CONTAINS AN INGREDIENT YOUR CHILD IS ALLERGIC TO. THIS IS ALSO THE PAGE WHERE YOU CAN AUTOMATICALLY ADD A DAILY DRINK TO YOUR ORDER. PLEASE BE SURE TO UPDATE THEIR GRADE AND CLASSROOM AT THE BEGINNING OF EACH YEAR.

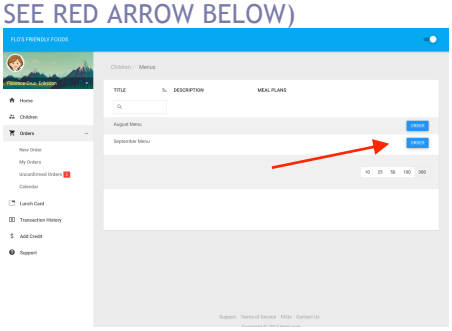


STEP 4: CLICK **ORDERS** (WITH THE SHOPPING CART ICON) AT THE LEFT SIDE OF THE PAGE, AND FROM THE DROPDOWN MENU, CLICK **NEW ORDER**

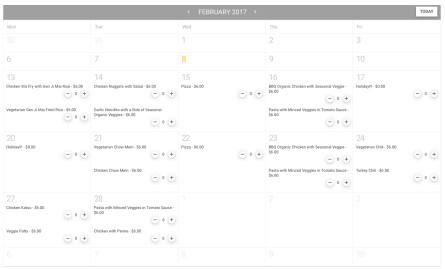
WHEN THE PAGE REFRESHES, CLICK THE **BLUE ORDER BUTTON** ON THE RIGHT SIDE OF THE PAGE.



STEP 5: WHEN THE CALENDAR APPEARS, **CLICK THE BULE ORDER BUTTON** (TO THE RIGHT OF THE MENU YOU WANT TO ORDER FROM – SEE RED ARROW BELOW)



STEP 6: WHEN THE CALENDAR APPEARS USE THE + AND – TO ADD MENU ITEMS



STEP 7: CHOOSE THE APPRORIATE **ADD-ONS** (IN BLUE)TO CUSTOMIZE EACH ITEM. YOU CAN CHOOSE AS MANY AS YOU WOULD LIKE.

Contact us at:

415 -244-3234

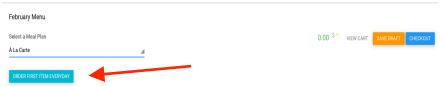
or

florence@flosfriendlyfoods.com

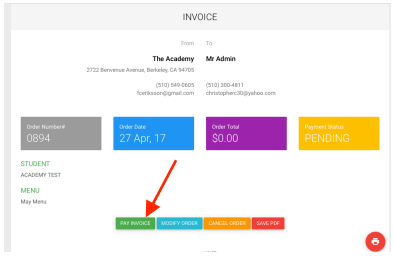
for help with billing or orders

orders@flosfriendlyfoods.com

STEP 8: QUICK ORDERS FOR THE ENTIRE MONTH CAN BE MADE HERE:



STEP 9: CLICK CHECKOUT BUTTON IN THE TOP RIGHT CORNER. THEN PROCEED TO PAY THE INVOICE. IF YOU DO NOT PAY FOR YOUR ORDER A LABEL WILL NOT BE GENERATED FOR YOUR CHILD AND LUNCH WILL NOT BE DELIVERED PLEASE BE SURE TO PAY FOR YOUR ORDER. YOU WILL RECEIVE A RECIEPT AFTER EACH COMPLETED ORDER.



AFTER YOU HAVE ORDERED WE WILL PRINT A CUSTOM LABLE FOR YOUR CHILD'S ORDER. EACH MEAL INCLUDES AN ENTRÉE & A TREAT OF FRUIT SALAD, CARROT STICKS & ORGANIC RANCH DRESSING, CHIPS & SALSA OR ANOTHER HEALTHY SNACK. WE WILL DELIVER LUNCH DIRECTLY TO EACH CAMPUS

ENJOY YOUR LUNCH!!

CHANGES TO YOUR ORDER: YOU CAN CHANGE YOUR ORDER AT ANYTIME BY GOING INTO YOUR ORIGINAL ORDER AND CANCELING THE ITEM, A CREDIT WILL AUTOMATICALLY APPEAR IN YOUR ACCOUNT THAT WILL ALLOW YOU TO REORDER.

SICK DAY: PLEASE EMAIL US BY 9AM DAY OF DELIVERY TO RECEIVE A CREDIT.