

# Hot Lunch Order Form

## Tips for Ordering Online!

### Reminders:

A few helpful hints about ordering online:

- EACH STUDENT MUST SUBMIT A FORM, EVEN IF YOU ARE NOT ORDERING HOT LUNCH
- Be sure to fill out a separate form for each student
- Reminder: Milk will still be distributed on hot lunch days if ordered
- Payments can be made online by credit card or sent by check (payable to St. Joseph HASA) to the school office. All checks must be submitted to the school office with a print out of the email order confirmation by September 20th!
- FAILURE TO SUBMIT A HOT LUNCH ORDER FORM RESULTS IN NO HOT LUNCH DELIVERY FOR YOUR CHILD. ORDERS CANNOT BE PLACED OR CHANGED AFTER THE DEADLINE

We need a form for each student even if you are not ordering!!!!!!

### Steps to Order Hot Lunch

1

Order for 1st Child

After reviewing the menu, click "**Order for 1<sup>st</sup> Child**" to place your first order

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**Student Information**

First Name:  
|

Last Name:  
|

Email Address:  
|

Student Information is required. This should be the student's name and the **parent's email address**. This email will be used to send an order confirmation

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I plan to order menu items on Hamburger Day for my child  
No

I plan to order menu items on Pizza Day for my child  
Yes

I plan to order menu items on Subway Day for my child  
Yes  
-Choose-  
Yes  
No

Instructions

These questions are mandatory! We need to have an accurate record for each student for each hot lunch day, including those opting out of the hot lunch menu! We must have a form from each student or Hot Lunch will not be provided!

**If you are opting out of ALL Hot Lunch days, you can skip to Step # 6 after answering NO to each question**

Complete the order, using the "**Qty**" drop down menu, adding the quantity requested for **ONE meal** for your child for that hot lunch day. The "**Price**" column lists the price for **ONE** of the item requested for the total ordering period (Oct-Jan). If ordering more than ONE, the total price will be reflected in the order summary at the bottom of the page

**Ordering Instructions**

PLEASE ONLY ORDER THE QUANTITY REQUESTED FOR ONE MEAL!!!!!! The price listed in the right hand column is the total price for ONE item for the entire order period (Oct-Jan). Ex. Ordering ONE Chick-fil-A sandwich (\$2.75 per sandwich) would cost a total of \$11.00 for 4 lunches from October-January. REVIEW YOUR ORDER AT THE BOTTOM OF THE SCREEN (BELOW THE ORDER MENU) FOR ACCURACY BEFORE SUBMITTING

**Hot Lunch Menu**

Item	Qty.	Price
Chick-fil-a - Chicken Sandwich (no pickles) (price per sandwich = 2.75) (total price = \$2.75 x 4 lunches)	0	\$11.00 each
Chick-fil-a - 8 piece Nuggets (price per pack = \$2.75) (total = \$2.75 x 4 lunches)	1	\$11.00 each

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Once your order is complete, at the bottom of the screen will be a **"Payment Summary"**. This displays all of the items you have selected. If anything is incorrect, scroll up and fix the specific item.

Choose the appropriate payment method at this time as well. Credit card info will be taken on the next screen when the order is submitted. Checks will be sent to the school payable to St. Joseph HASA with a print out of the email confirmation.

**Payment**

Payment Method

Pay with Credit Card

Pay By Check

**Payment Summary**

Additional Items	Option	Quantity	Price	Total
Chick-fil-a - Chicken Sandwich (no pickles)	-	1	\$11.00	\$11.00
Chick-fil-a - Condiments	Ketchup	1	\$0.00	\$0.00
Hot Dog - Hot Dog Entree	-	1	\$3.00	\$3.00
Arby's - Jr. Roast Beef Melt w/o cheese	-	1	\$4.20	\$4.20
Hamburger - Hamburger Entree	-	2	\$2.20	\$4.40
<b>Total</b>			<b>\$22.60</b>	

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After you have reviewed your **"Payment Summary"** and the order is accurate, click the button displayed at the bottom of the screen to submit the order.

If you choose **"Pay by Check"** you will see **"Register"**

If you choose **"Pay with Credit Card"** you will see **"Continue"** so that you can enter your credit card information

**Register**

**Continue**

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**St. Joseph HASA Hot Lunch Order Form**

Hot Lunch Orders can now be completed online! All prices listed are for the total amount ordered from October through January. PLEASE SUBMIT A FORM FOR EACH CHILD. Payments can be made online by credit card or sent by check (payable to St. Joseph HASA) to the school office.

You have successfully completed the HASA Hot Lunch Order Form; look for a confirmation email arriving shortly. The confirmation email will contain your order summary. Please review it for accuracy as soon as possible.

Thank you for completing the online form!

**Student Information**

First Name: Julie  
Last Name: Petr  
Email Address: jpetr1204@hotmail.com  
Child's Homeroom: 1B

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Once you submit your order successfully (by choosing pay by check or entering the credit card info), you will see a confirmation screen. You will also receive a confirmation email with your order summary. If you have chosen to pay by check, please print that email and send with you your check (payable to St. Joseph HASA).

**IF YOU DO NOT RECEIVE AN EMAIL CONFIRMATION, PLEASE SEND AN EMAIL TO THE ADDRESS BELOW RIGHT AWAY**

**Go back to Event Page**

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If you need to submit an order for another child, click this button to take you back to complete a second or subsequent order



Please use the appropriate link to register your next child. **Each order will be submitted separately.** If you pay by credit card it will be charged as separate payments for each child. You may combine multiple orders in the same check. Remember to include the summary of each order with your payment.

**If you have any difficulty with ordering, please email [stjosephasa@gmail.com](mailto:stjosephasa@gmail.com)**