

Late Ordering

ExtendedOrderingTM is the result of a significant development effort based on parent and school input. It has helped address situations where parents were not able to order by the weekly cut-off day. It has been labeled “late orders” in the past.

This feature is *intended to support situations where a parent simply forgets to order until shortly after the weekly cut-off, or has systems issues* (allowing them time to resolve the issue or place the order at school).

ExtendedOrdering is conditioned on the *caterer’s ability* (most caterers can allow a 24 hour extension). The days available for late ordering are highlighted on the order calendar for the following week. A nominal *ExtendedOrderingTM service charge (typically \$5.00 per order)* is added to the order total for checkout.

The normal weekly cut-off allows the caterer to plan and order for the following week. *ExtendedOrdering* is designed to provide time to “slightly adjust” the food order with suppliers.

The school *Weekly Detail by Classroom* student distribution report will be printed on Monday, as all changes will then be reflected.

Changes to the following week’s orders cannot be processed once the extension has expired... At that point our last order is sent to the caterer for processing and our financial books are closed and payment is made.

Note:

- If *ExtendedOrdering* is available, the monthly order calendar will designate the extended order deadline day with a circle around the date , and a notation at the bottom part of the day in color
- The days available for ordering that next week are also color coded as *ExtendedOrder* days

			Substitute Needed	ExtendedOrder Deadline (fee)
5 Oven Roasted Chicken Nuggets with Honey-Mustard Sauce Creamy Shells and Cheese Steamed Green Peas Bartlett Pear Applesauce	6 All American Hamburger on a Soft Bun Sliced Yellow Cheese Baby Carrots with Ranch Dip* Mixed Up Fruit Cup *Glazed Carrots	7 Pizza Day!! Whole Wheat Cheese Pizza Tossed Salad with Italian Dressing* Blushing Peaches Graham Cracker *Steamed Yellow Corn	8 Breaded Chicken Sandwich with BBQ Sauce Creamy Mashed Potatoes Garden Vegetable Medley Cinnamon Apples	9 Ranch Hand Beefy Macaroni Cheese Sprinkles Mini Cornbread Muffins Herby Green Beans Pineapple Tidbits and Mandarin Oranges
12 Oven Roasted Chicken Breast	13 Mini Turkey Meatballs on a Soft Pup	14 Soft Chicken Tacos	15 Oven Roasted Fish Sticks	16 Creamy Chicken Tetrizzini

Legend at bottom of order menu

Available	Selected	ExtendedOrder	Ordered	Not Available
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- *Only one charge is incurred* per late order regardless of the number of days processed.
- We encourage monthly ordering at time of menu publication to avoid needing to use the *ExtendedOrder* function.

Late Ordering

- Although Lunch Direct sends out reminder emails at the end of the month **we recommend putting a reminder in your personal calendar**, numerous technical things can keep the reminder from being delivered. Many of our parents have found these two tips helpful in avoiding a disruption in lunch delivery.

We have committed development plans in place to make our web based solution easier to use, and more comprehensive