

PURCHASE SCHOOL LUNCHES ONLINE



It's the fast and easy way to ensure your kids eat right at school!

Saint Mary's Catholic School - Richmond partners with orderlunches.com to provide a secure, fast, and easy-to-use online ordering system that allows parents to view our lunch menu, order, prepay and manage student lunches on the web.

REGISTRATION AND ORDERING WILL BEGIN ON August 1.

GO TO: WWW.ORDERLUNCHES.COM - (please bookmark this page)

REGISTRATION NEW PARENTS

- Click Register to Create an Account
- School Password is: **saintmarys34**

REGISTRATION RETURNING PARENTS

- Sign In with your username & password
- NEW!** Choose student that needs location, add their grade for the new school year & click "update profile"
- If a student has graduated, select their name & click "remove profile"
- Once all profiles are updated – Click on the Order link to begin ordering.

ORDERING

- Lunch Service starts in **August**
- Check out & pay

Please be sure to complete the check-out process when placing an order. **Do not close your browser prior to receiving the confirmation display or your order may be interrupted and not fully processed.** Items left in your shopping cart will not be processed and your order will not be placed.

- Print your order – Click "Print Order" in the Nav Bar

LUNCH PROGRAM QUESTIONS: For questions regarding Food or Policy, including Missed/Late Orders, Credits, and Changes/Cancellations, please **email albisesse@saintmary.org or call (804) 740-1048** and we'll get back to you right away.

TECHNICAL SUPPORT: If you have trouble placing an order online, please email support@orderlunches.com.

PAYMENT INFORMATION The program accepts payment by Debit Card, Credit Card: Visa, MasterCard & Discover or Personal Check.

Check Payments Make checks payable to: **Saint Mary's Catholic School - Richmond** and send to **the school office**.

- Ordering for more than 1 person? Please be sure to add all items for your student(s) into the shopping cart **BEFORE** checking-out.
- You will not be able to make changes or place additional orders until your check is received by the school and your payment is recorded. Once your payment is recorded, you will be able to order/make changes providing the ordering period is still open.

MINIMUM ORDER FEE A minimum \$10.00 order is required for new or changed orders - otherwise \$1.00 handling fee is charged.

PROCESSING FEE A nominal processing fee is charged so that we can offer our lunch program online.

Thank you for participating in our school lunch program!