



the fresh FORK

SEASONAL CATERING. QUALITY SERVICE.

Individual Boxed Lunch Orders via Catertrax Online

slide 1: Step by Step Overview

slide 2: A Tip to Keep in Mind

slides 3-12: Detailed Step by Step Instructions

slide 13: Contact info



STEP BY STEP OVERVIEW

- Login to your account at:
<https://eurestconferencecatering.catertrax.com/>
- When given the option, select: The Fresh Fork Catering at NIH (must be the button with phone number if given the option)
- Select "Lunch"
 - Select "Boxed Lunch"
- Choose your preferred bundle.
- Select your choices
 - Select "Order"
- "Add more" to this order for the same day – OR Continue
- Select your date for delivery (72 hour advance order required.)
 - Look for "Date Good to Go!" message.
 - Select Location: "On Campus Delivery"
- Fill in required information
- Be sure to include an accurate meeting name for best reference should your location change.
- *Unless otherwise noted in special instructions, boxed lunches for the same event will be delivered together.*
- Provide an Order Name (your name)
- Add an order for another date – OR "Proceed to Checkout"
- Select Payment Method("credit card" required for order to be confirmed)
 - Use CC saved on file or a new card.
 - Enter billing info when required.
- Select "Process Order (s)"
- Do not close the last two check out windows without selecting:
 - "Continue"
 - "Process This Order"
- Order is final when invoice screen appears.

TIP: If you happen to find yourself lost, you always start over by selecting "Home" on the top left of the page. 2

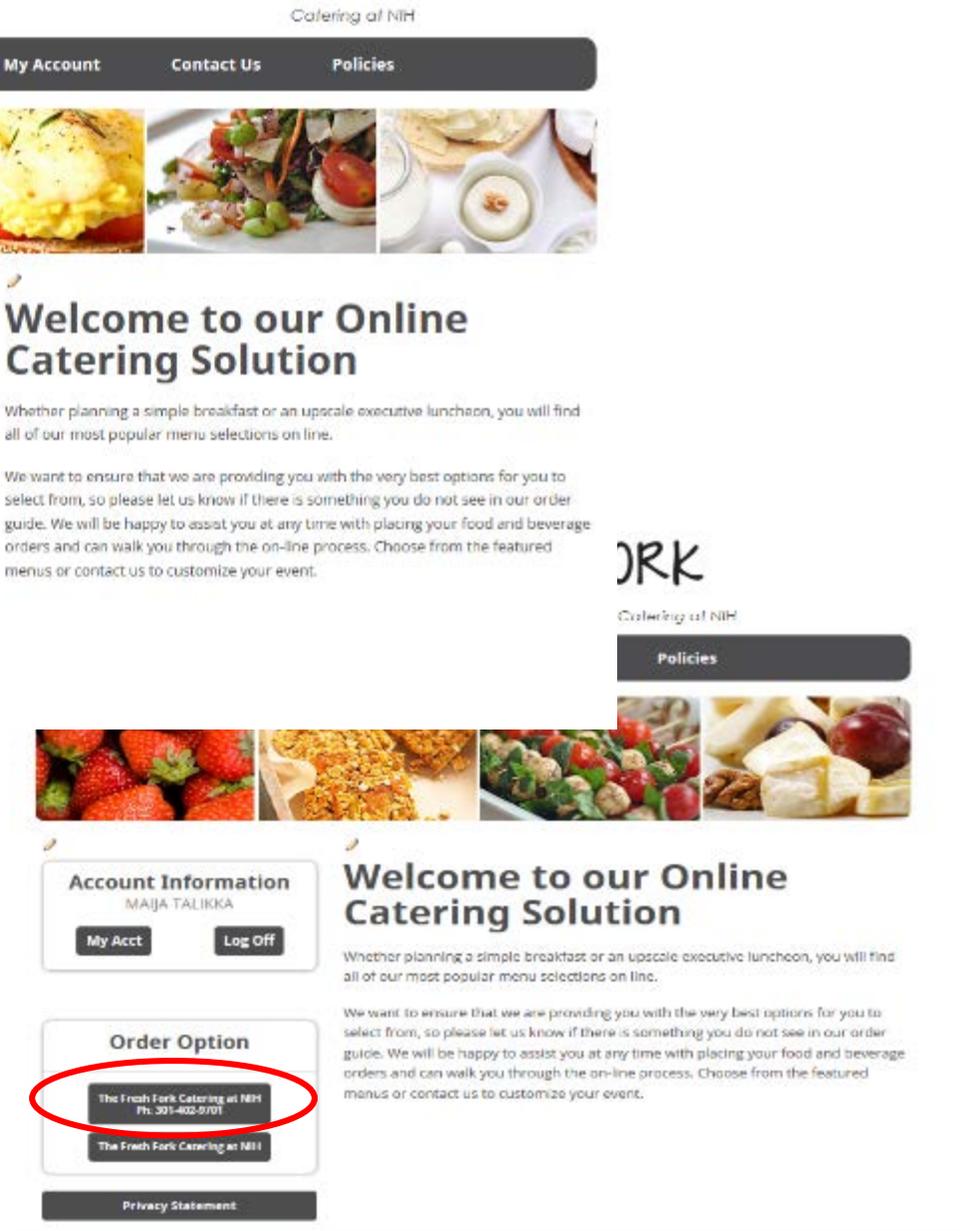
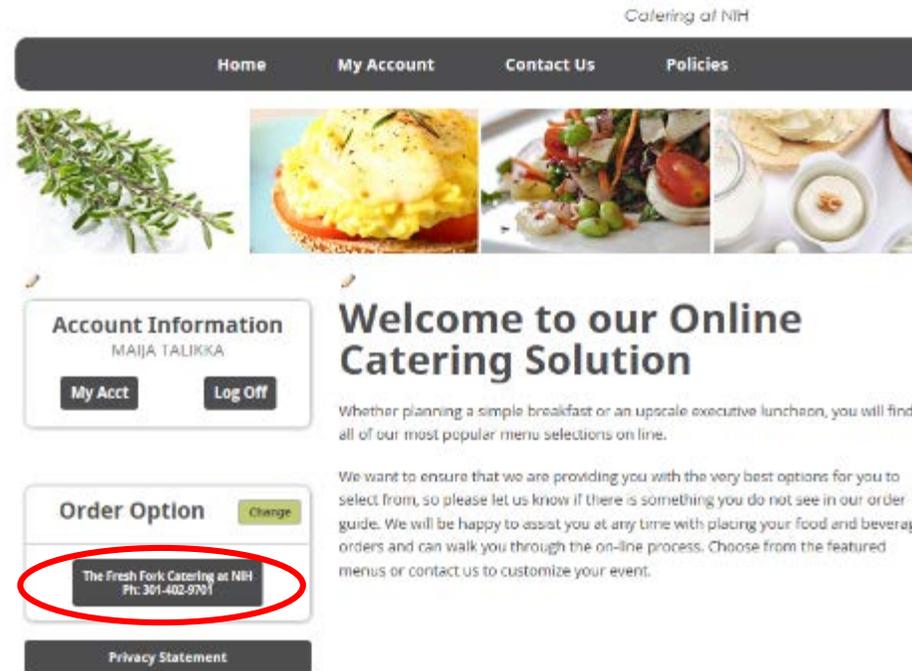


A Tip to Keep in Mind

- If you happen to find yourself on a page that looks different, always select:

The Fresh Fork Catering at NIH
(with phone number)

- You can always start over by selecting “Home” on the top left of the page.





- Login to your account at:
<https://eurestconferencecatering.catertrax.com/>
- To confirm that your preferred date is still available for orders, check on the catering availability calendar.
- **To begin your order**, select The Fresh Fork Catering at NIH (select button with phone number)

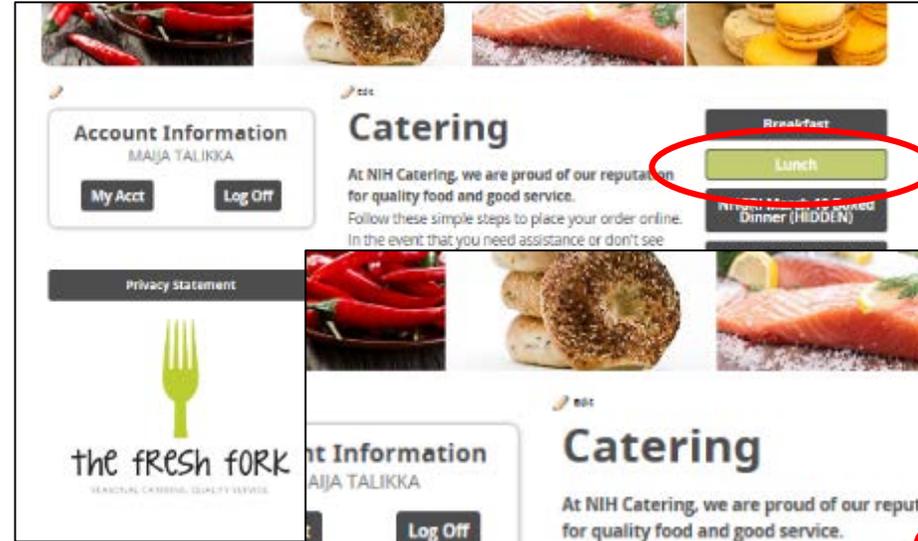
The screenshot shows the user's account page for 'MAIJA TALIKKA'. The page includes sections for Account Information, Order Option, and Catering Availability. A yellow callout box points to the 'The Fresh Fork Catering at NIH' button in the Order Option section, which contains the phone number 301-402-9791. Another yellow callout box points to the 'Catering Availability' section, which shows a calendar for June 2016. A third yellow callout box points to the 'Manage Orders' and 'View My Catering' buttons in the Orders section.

BEGIN ORDER
Always click the Fresh Fork Catering NIH button that has the phone number to begin your individual order for a boxed lunch.

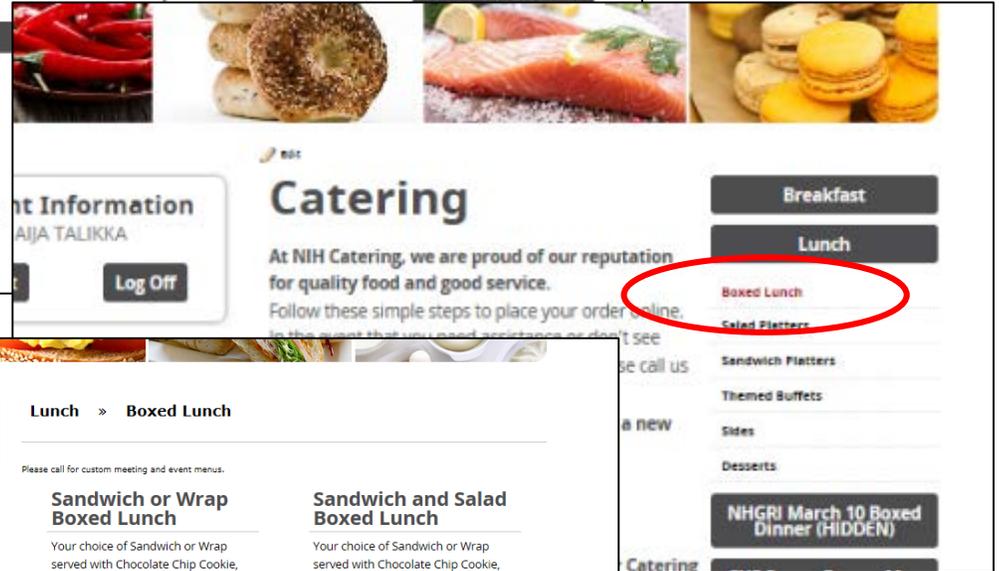
CHECK DATE- cut off is 72 hours prior to date. This box will tell you if you can still order for delivery on your preferred day. Do NOT try to order by selecting the date first.



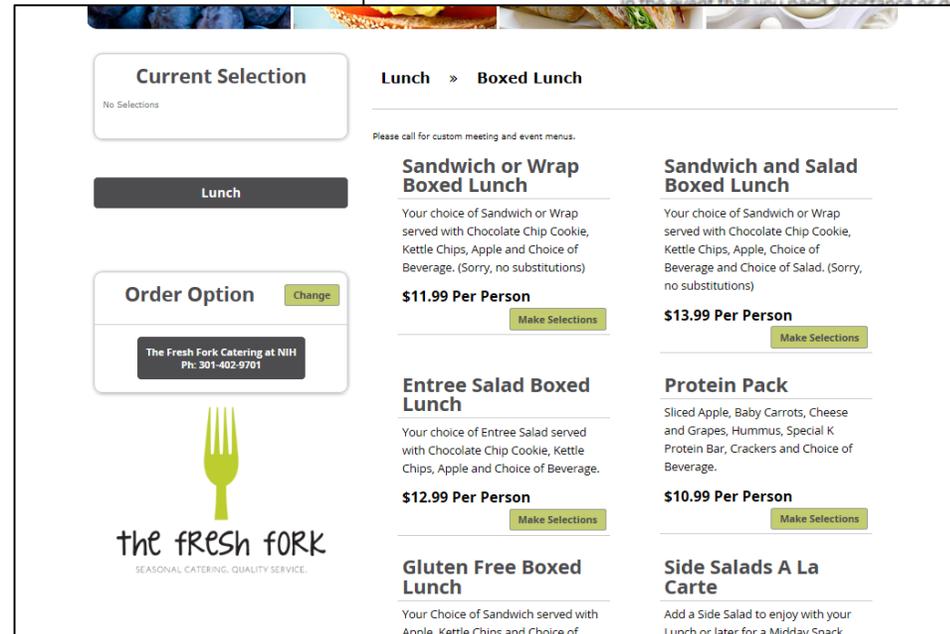
- Select "Lunch"



- Select "Boxed Lunch"



- Choose your preferred bundle.



- Select your choices
- Be sure the number of entrees, sides and beverages are the same.
- Select "Order"

Current Selection

No Selections

Sandwich and Salad Boxed Lunch

Your choice of Sandwich or Wrap served with Chocolate Chip Cookie, Kettle Chips, Apple, Choice of Beverage and Choice of Salad. (Sorry, no substitutions)

\$13.99 Per Person

Lunch

Order Option Change

The Fresh Fork Catering at NIH
Ph: 301-402-9701

Sandwich or Wrap Boxed Lunch

0	Italian Combo - Prosciuttini, Genoa Salami, Provolone Cheese, Green Leaf Lettuce, Tomato, Sun-dried Tomato Puree, Seeded Hero
0	Turkey - Roasted Turkey, Cheddar Cheese, Green Leaf Lettuce, Sliced White Bread
0	Vegetarian - Yellow Squash, Zucchini, Eggplant, Mozzarella Cheese, Roasted Red Peppers, Balsamic Vinaigrette, Ciabatta
0	Tuna Salad Sandwich - Tuna Salad, Green Leaf Lettuce, Tomato, Ciabatta
0	Buffalo Chicken - Breaded Chicken, Wing Sauce, Celery, Green Leaf Lettuce, Tomato, Blue Cheese Dressing, Roasted Red Pepper Wrap

Choice of Salad

(Choice of 1)

Side Caesar Salad

3-Bean Salad

Pasta Pesto Salad

Special Instructions

Includes: Boxed Lunch Beverage Choice
Beverage count must match Sandwich/Wrap count.

Boxed Lunch Beverage Choice

0	Bottled Water
0	Coke
0	Diet Coke

NOTE: If you are ordering multiple bundles for the SAME day that do not need to be assigned to specific recipients, you can specify quantities here.

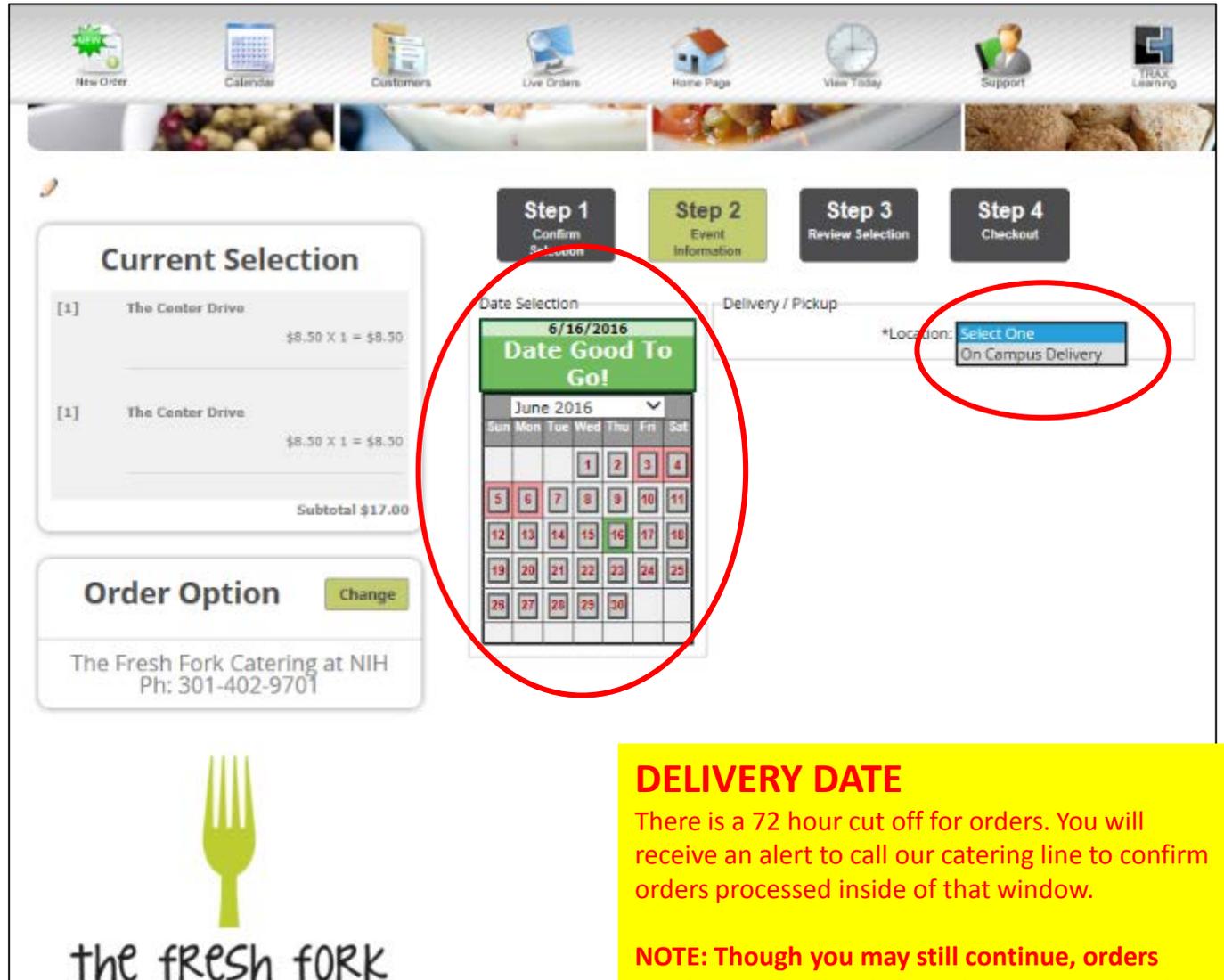


- Add more to this order for the same day – OR
- Continue

ADD MORE FOR SAME DAY
Selecting this option will allow you to add more to the SAME DAY delivery, with the SAME NAME.

Remove	Description	Quantity	Unit Price	Balance
X	<input type="text" value="Size"/> <input type="text" value=""/>	1	8.50	\$8.50
The Center Drive Your choice of Salad or Sandwich, choice of Sliced Fruit, house Chips or Potato Salad, Dessert Bar and a Beverage. • Caprese Chicken Sandwich: Fresh Mozzarella, Tomatoes, Arugula and Basil Pesto with all natural Chicken on Ciabatta • Caesar				
Kitchen Notes Dessert Bar				
Product Group Food				
X	<input type="text" value="Size"/> <input type="text" value=""/>	1	8.50	\$8.50
The Center Drive Your choice of Salad or Sandwich, choice of Sliced Fruit, house				
Kitchen Notes Dessert Bar				
Product Group Food				
				Product Cost: \$17.00

- Select your date for delivery (72 hour advance order required.)
- Look for “Date Good to Go!” message.
- Select Location: “On Campus Delivery”



Step 1 Confirm Selection

Step 2 Event Information

Step 3 Review Selection

Step 4 Checkout

Current Selection

[1]	The Center Drive	\$8.50 X 1 = \$8.50
[1]	The Center Drive	\$8.50 X 1 = \$8.50
		Subtotal \$17.00

Order Option Change

The Fresh Fork Catering at NIH
Ph: 301-402-9701

Date Selection: 6/16/2016
Date Good To Go!

Delivery / Pickup: *Location: Select One
On Campus Delivery

the fresh fork

DELIVERY DATE

There is a 72 hour cut off for orders. You will receive an alert to call our catering line to confirm orders processed inside of that window.

NOTE: Though you may still continue, orders received less than 72 hours in advance are NOT guaranteed.



- Fill in required information
- Be sure to include an accurate meeting name for best reference should your location change.
- *Unless otherwise noted in special instructions, boxed lunches for the same event will be delivered together.*

Customers Live Orders Home Page View Today Support TRAX Learning

Step 1 Confirm Selection Step 2 Event Information Step 3 Review Selection Step 4 Checkout

Date Selection

6/16/2016
Date Good To Go!

June 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Delivery / Pickup

*Location: On Campus Delivery

Copy Contact Information

*Building: Natcher

*Contact Name: Maija Talikka

*Room Name / Room #: Conference B

*Meeting Name: Women in Biomedical

Event Details

Additional service times may be available by prior arrangement. Please contact us to discuss your needs.

*Food Delivery Time: 11:30 AM

Guest Count: 1

Contact Information

Phone: 201-740-3539

Special Instructions

Please include with the rest of the lunches from this group.

Continue



- Provide an Order Name (required)
- Add an order for another date – OR
- “Proceed to Checkout”

Order Name: **Majia Talikka Thursday 6/16/16**

You are about to add another order. Once you proceed to checkout the payment method you select will be used to tender each of the orders you have created.

ADD ORDER FOR ANOTHER DAY
Selecting this option will allow you to place an order for another day. All orders will be processed with the same payment information provided at checkout.

Description	Quantity	Unit Price	Balance
The Gateway Your choice of Salad or Sandwich with a Beverage. <ul style="list-style-type: none">• None• Coke• Steakhouse Salad: Grilled Steak, Crumbled Blue Cheese, Green Onions, Portabella Mushrooms with a choice of Dressing• Balsamic Vinaigrette• Green Iced Tea	1	\$7.99	\$7.99
Set-up Charge		0.80	
Tax (5%)		0.48	
Balance			\$9.27

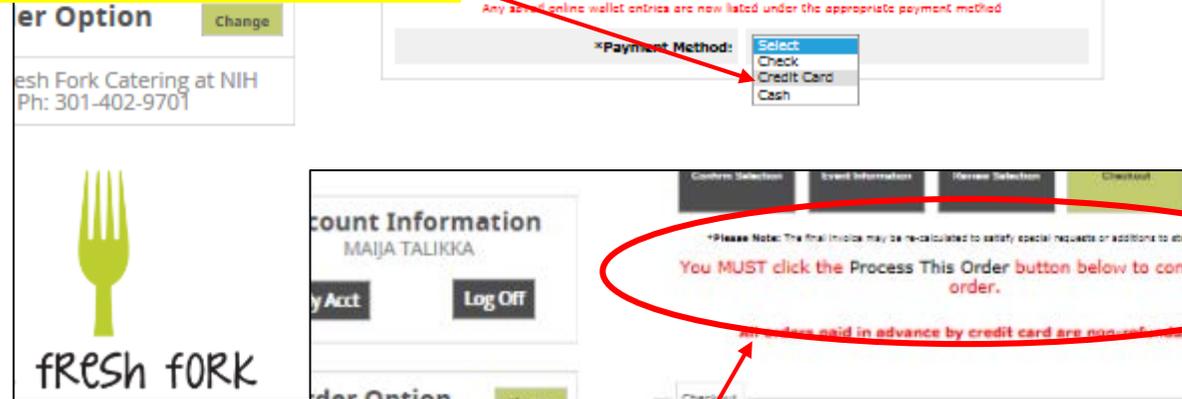
<< Add Another Order Cancel Proceed to Checkout



- Select Payment Method ("credit card" required for order to be confirmed)
- Use CC saved on file or a new card.
- Enter billing info when required.
- Select "Process Order (s)"

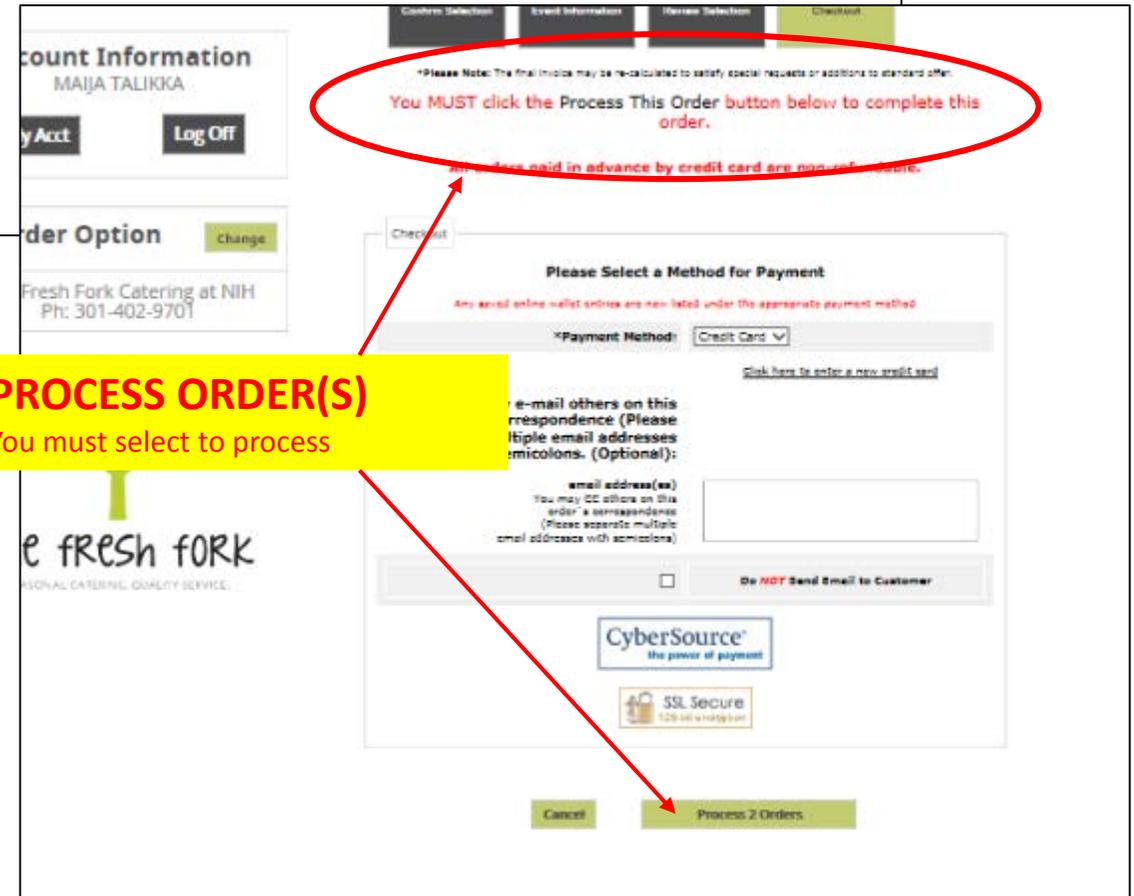
SELECT PAYMENT METHOD

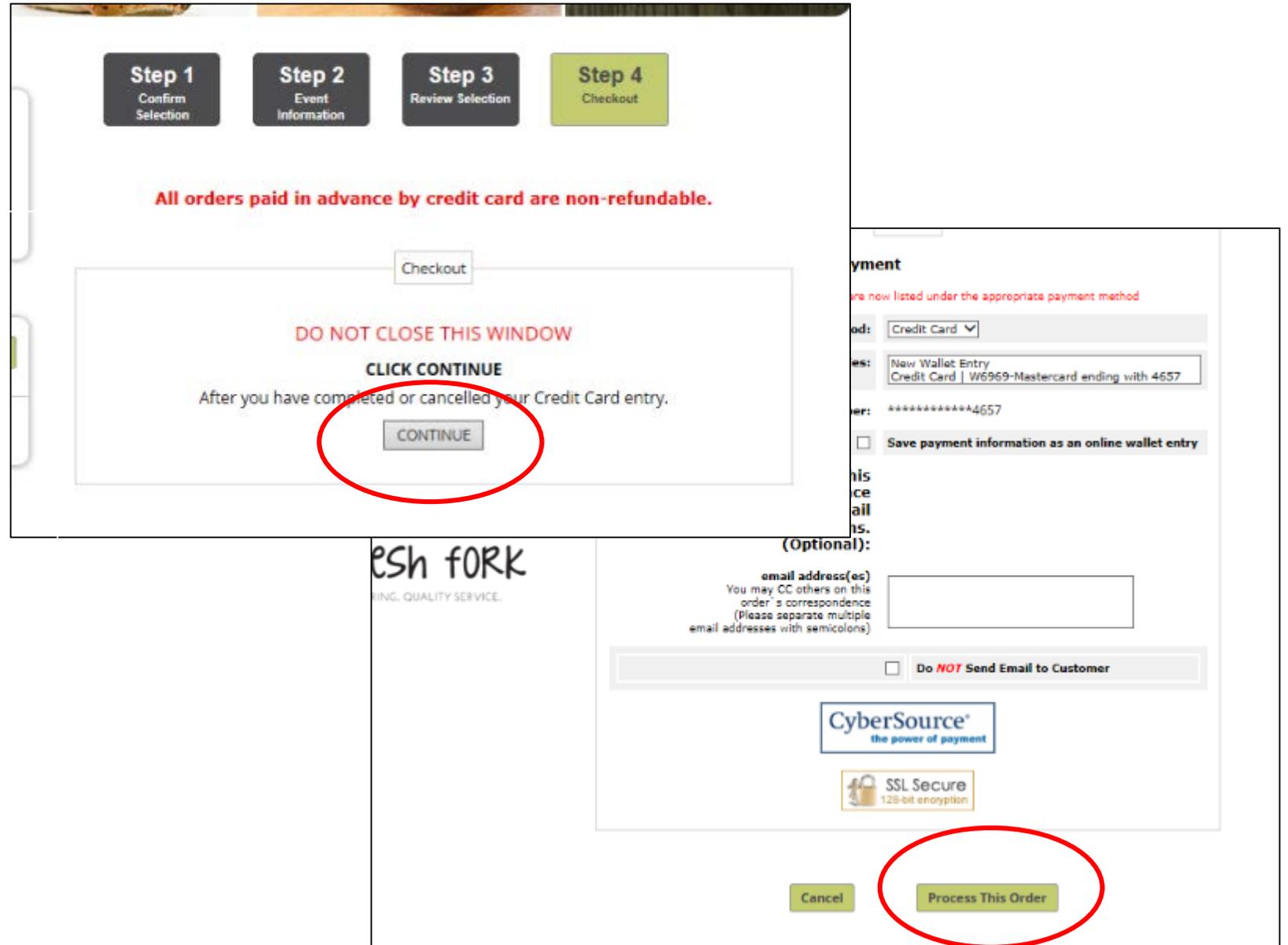
You must select "Credit Card" for your order to be confirmed.



PROCESS ORDER(S)

You must select to process





Step 1
Confirm Selection

Step 2
Event Information

Step 3
Review Selection

Step 4
Checkout

All orders paid in advance by credit card are non-refundable.

Checkout

DO NOT CLOSE THIS WINDOW

CLICK CONTINUE

After you have completed or cancelled your Credit Card entry.

CONTINUE

Payment

are now listed under the appropriate payment method

Method: Credit Card

Card: New Wallet Entry
Credit Card | W6969-Mastercard ending with 4657

Card Number: *****4657

Save payment information as an online wallet entry

(Optional):

email address(es)
You may CC others on this order's correspondence
(Please separate multiple email addresses with semicolons)

Do NOT Send Email to Customer

CyberSource®
the power of payment

SSL Secure
128-bit encryption

Cancel

Process This Order

- Do not close windows without selecting:
 - “Continue”
 - “Process This Order”



- Questions? Please call our catering line at (301)402-9701
- For time-sensitive concerns, please call Maija Talikka at (202)740-3539 or email maija.talikka@compass-usa.com