

# Sodexo Catering Go Green Order Forms

As part of the Sodexo Catering Goes Green Initiative, we are pleased to present our new Go Green Catering Forms.

## Benefits:

- ✓ Paperless and timesaving – no printing, faxing or faxing back.
- ✓ You receive an email confirmation of your order so you know that we have received it.
- ✓ Your order is automatically calculated for you, including tax.
- ✓ Upon request, your order form can be customized to include your department information (including account number) to save you key-entry time.

## Downloading the forms:

To download the forms from the website, right click on either the image of the order form or the title [A La Carte Order Form](#) or [Packaged Order Form](#) and left click on "Save Target As". Then save the document to your desktop. Simply open this blank order form each time you want to place a catering order.

## Using the forms:

The tab key can be used to move between fields or click inside any box to enter your information.

The 'Clear Form' button on the bottom will clear everything you have entered and allows you to start again.

The 'Reset Quantities Only' button clears only the amounts you have input and retains any information you have already entered in the 'Client Information', 'Functions Details' or 'Notes' section of the form.

## Ready to submit your order:

1. When you have completed your order, simply click the green **Submit Order** button at the bottom.
2. Close any information boxes that say that the form cannot be saved.
3. You will be given two options to submit your order.
  - a. If you use a desk top email application (ex: Outlook), choose the first option, **Desktop Email Application**. An email message will open with our address and your order already attached. Hit send and your order will automatically be sent to us! Just wait for our email confirmation.
  - b. If you are a UNB faculty or department using a web-based email (ex: OWA, Hotmail), choose the second option **Internet Email**. A box will open to save your file. Click save and email us at [catering@unb.ca](mailto:catering@unb.ca) and attach the file. You are all done – your order is on its way to us! Just wait for our email confirmation.