



DANCY CATERING INC.
DANIELA (514) 914-1924

ELECTRONIC ORDER FORM INSTRUCTIONS

The electronic version of the order form can be edited on screen and printed. Please note that, since a hard copy of your order form must accompany your payment, the electronic form cannot be e-mailed. Note also that the form cannot be saved, therefore, once it has been completed; remember to print an additional copy for your reference.

INSTRUCTIONS:

1. Select your child's meals by clicking in the yellow checkboxes.
2. Complete the student information section at the bottom of the form.
3. If you are entitled to some credits, indicate the dates in the section below the student information section and indicate the credit amounts in the boxes preceded by a dollar sign. Clicking on the "CALCULATE" button will calculate the total amount of credits and will populate this amount in the "Credits" box under the "Subtotal" box.
4. Once all your choices have been checked and your credit dates and amounts have been entered, click on the pink "CALCULATE" button. The form will calculate the total number of meals, extras, soups and cake as well as the total amount due.
5. Click on the pink "PRINT" button.

IMPORTANT: Always click the "CALCULATE" button before printing your form.

TIPS:

- If you have more than one child and are ordering different meals, once you have completed and printed the form for the first child, click on the pink "RESET" button at the top of the form. This will clear all entries on the form with the exception of the "Parent Name", "Phone Number" and "Email".
- If you are ordering identical meals for more than one child, simply complete and print the form for the first child, then modify the student name, teacher & grade and print for each additional child.

If, for any reason, you are unable to complete the form on screen, please simply print it out and fill it in manually.