

# QUICK REFERENCE GUIDE

Placing a Catering Order  
through ATG



AMERICA TO GO



# Landing Page

- ◆ Navigate through the site
- ◆ Begin an order by choosing a date and time
- ◆ Find Job Aid and FAQs

The screenshot shows the America To Go website. The header includes the logo 'AMERICA TO GO' and a navigation bar with links: Home, My Orders, Favorites, Vendors, Contact Us, and Chat Live. A red box labeled 'Navigate' with an arrow points to the navigation bar. Below the header, there's a section titled 'ATG HIGHLIGHTS' with the subtitle 'Some of the new restaurants, services and news for America To Go'. This section contains three green boxes with yellow borders: 'FREQUENTLY ASKED QUESTIONS', 'Baylor University' (with the Baylor logo), and 'QUICK GUIDE FOR CATERING ORDERS'. A red box labeled 'Find Resources' with an arrow points to the 'QUICK GUIDE FOR CATERING ORDERS' box. On the left side, there's a sidebar titled 'Your Order' with a sub-header '1 Time' and a 'welcome, John!' message. Below this is the 'Ordering Options' section with buttons for 'Other Time', 'ASAP', and 'Recurring'. The 'Select Specific Date and Time' section features a calendar for October 2020 with the 27th highlighted, and a time selection interface with sliders for 'Hour' (set to 11) and 'Minute' (set to 35). A red box with an arrow points to the time selection interface, containing the text: 'To begin an order enter a date and time. You will then be prompted to enter a delivery location to see available caterers.' The date/time displayed is '10/27/2020 11:35 AM' with a 'NEXT' button.

**Navigation Bar:** Home, My Orders, Favorites, Vendors, Contact Us, Chat Live

**ATG HIGHLIGHTS**  
Some of the new restaurants, services and news for America To Go

- FREQUENTLY ASKED QUESTIONS
- Baylor University
- QUICK GUIDE FOR CATERING ORDERS

**Ordering Options:** Other Time, ASAP, Recurring

**Select Specific Date and Time**

October 2020

Su	Mo	Tu	We	Th	Fr	Sa
				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	31

Hour: 12AM, 12PM, 11PM  
Minute: 0, 5, 10, 15, 20, 25, 30, 35, 40, 45, 50, 55

Date/Time: 10/27/2020 11:35 AM **NEXT**

**Find Resources**

To begin an order enter a date and time.  
You will then be prompted to enter a delivery location to see available caterers.



# Filters

- ◆ Filter by cuisines, services or other criteria
- ◆ Search for a specific menu item across all menus (ie: sushi or chicken)

The screenshot shows the AMERICATOGO website interface. On the left, there's a sidebar with filters and order information. The main area displays a grid of 9 matching restaurants. A red arrow points from a text box to the 'Filter by Name' search bar. Another red arrow points from a text box to the 'search across all men' dropdown menu.

**AMERICATOGO**

Home My Profile My Orders Favorites Vendors Contact Us Chat Live

**Your Order** Welcome, John!

**1 Time** Fri, Oct 30 at 12pm

**2 Location** Baylor Main Campus

**3 Restaurant** 9 local restaurants match

**Hours**  
☒ open Fri, Oct 30 at 12pm 9

**Filter by Name**  
search vendor names

**Services**  
☐ dine in 0 ☐ pickup 8 ☒ delivers to you 9  
☐ catering 9

**Features**  
☐ american 7 ☐ gluten-free 1 ☐ international 2  
☐ italian 1 ☐ late night 3 ☐ mexican 3  
☐ pizza 1 ☐ vegan 1 ☐ vegetarian 1

**Prices**  
☐ no price rating 1  
☐ \$ 6  
☐ \$\$ 2  
☐ \$\$\$  
☐ \$\$\$\$

**Ratings**  
☐ no rating 1  
☐ 1+ stars  
☐ 2+ stars 1  
☐ 3+ stars 4  
☐ 4+ stars 2  
☐ 5+ stars 1

**Items**  
search across all men

**Lead Time**  
any lead time

**Minimum Order**  
minimum

**9 matching restaurants** sort by: Name view: More Detail

- Fuego Tortilla Grill** 1524 Interstate 35 Frontag... 280 Reviews on yelp
- Fuzzy's Taco Shop** 215 University Parks Drive 63 Reviews on yelp
- Jimmy John's** 1508 Speight Avenue 12 Reviews on yelp
- Oh My Juice LLC** 215 Mary Ave., Suite 101 156 Reviews on yelp
- Rio Brazos Cuisine** 2500 Texas Avenue 53 Reviews on yelp
- Shorty's Pizza Shack** 1712 South 12th Street
- Subway - La Salle Ave** 24 B La Salle Avenue 2 Reviews on yelp
- Subway - South St** 1020 South 5th Street 8 Reviews on yelp
- The Olive Branch** 215 South 2nd Street 169 Reviews on yelp
- Curbside Burgers** 4158 Government Street
- Dannys Cajun Catering** 36335 Highway 69
- Desiderata Kitchen** 17823 Waterloo Drive
- Domino's** 990 West Lee Drive, Suite E
- Frutta Bowls** 3646 Nicholson Drive, Suite 4
- Fuzzy's Taco Shop** 220 West Lee Drive
- Gov't Taco** 4624 Government Street
- Hungry Howie's Pizza** 5201 Nicholson Drive
- Jason's Deli** 650 Arlington Creek
- Juban's Restaurant** 3739 Perkins Road
- Matherne's Market** 85 Gateway Center Lane
- Maxwell's Market** 7620 A Corporate Boulevard
- Mellow Mushroom (B...** 4250 Burbank Drive
- Newk's Eatery** 3332 Lake Street
- Piccadilly Catering** 13702 Coursey Boulevard
- Pita Pit Highland Road** 3260 Highland Road
- Qdoba Catering** 7415 Corporate Boulevard, ...
- Randy Montalbanos** 12740 Florida Boulevard
- Rita's Italian Ice Cust...** 1082 West Lee Drive
- Rotolo's Craft & Crust** 411 Ben Hur Drive, Suite D
- Smoothie King (High...** 3272 Highland Road
- Sullivan's Steakhouse** 5252 Corporate Boulevard
- TJ's Ribs** 2324 South Acadian Thruway
- Walk Ons Bistreaux** 3838 Burbank Drive
- Zoës Kitchen LSU** 7415 Corporate Blvd, Suite ...

**1 non-matching restaurant nearby**

Use preset filters to narrow your search.


You can search across all Caterers to find a specific menu item.

# Caterer's Front Page

All caterers have a front page to present a basic description of services, fees charged, minimum order and other policies specific to that caterer.


Jimmy John's

Order Now



View Menu

Order Now



Add as a Favorite Caterer

Standard lead time is 1 day notice for catering.

Orders may be cancelled with at least 24-hour notice with no charge incurred.

Jimmy John's is fresh and we execute fast! We serve from-scratch food made with excellent ingredients. Our food is simple - it's clean, and it's fresh! Our tuna salad is made from scratch by hand. Our real provolone cheese, oven-roasted turkey, choice top round roast beef, hickory-smoked ham, or dry cured Genoa salami and spicy capicola, are also brought in fresh and sliced by hand daily in every location.

1508 Speight Avenue  
Waco, TX 76706


phone: (254) 752-1600

**Hours**  
Every Day: 10am to 10pm

**Price \$\$\$\$**

Have feedback on this menu? Let us know!


★ ★ ★ ★ ★

12 Reviews on 

**Feature**  
american

**Services**  
Delivery, Pickup

**Delivery Area**  
Waco TX Delivery Fee \$3



# Filters

Search for a specific menu item (ie: sushi or chicken) within a specific caterer's menu.

**AMERICATOGO** Home My Profile My Orders Favorites Vendors Contact Us Chat Live

Welcome, John! 9 matching restaurants sort by: Name view: More Detail

**1 Time** Fri, Oct 30 at 12pm

**2 Location** Baylor

**3 Restaurant** 9 local rest

**Hours** ☒ open Fri, Oct 30 at 12pm 9

**Filter by Name** search vendor n

**Services** ☐ dine in 0 ☐ pickup 8 ☒ delivery 9 ☐ catering 9

**Features** ☐ american 7 ☐ gluten-free 1 ☐ international 1 ☐ italian 1 ☐ late night 3 ☐ mexican 1 ☐ pizza 1 ☐ vegan 1 ☐ vegetarian 1

**Prices** ☐ no price rating 1 ☐ \$ 6 ☐ \$\$ 2 ☐ \$\$\$ 4 ☐ \$\$\$\$ 6

**Ratings** ☐ no rating 1 ☐ 1+ stars 1 ☐ 2+ stars 1 ☐ 3+ stars 4 ☐ 4+ stars 2 ☐ 5+ stars 1

**Items** search across all men

**Minimum Order** any minimum

**Lead Time** any lead time

**Fuzzy's Taco Shop** Have feedback?

**SEARCH FOR: BURRITO** 5 items found

**BREAKFAST** Breakfast Taco Packs

**STARTERS** Party Starters

**FOOD BARS** Build Your Own Taco Bar

**BOXES** Burrito Box \$9.50 Quesadilla Box \$9.50

**DESSERT** Dessert

**BEVERAGES** Tea

**SERVICE WARE**

**SEARCH FOR: BURRITO** 5 items found

**Shredded Chicken** \$9.50 Also includes tortilla chips, a side of queso, cinnamon churro, and Fuzzy's taco shop Butt Burnin' hot sauce.

**Shredded Brisket** \$9.50 Also includes tortilla chips, a side of queso, cinnamon churro, and Fuzzy's taco shop Butt Burnin' hot sauce.

**Special Ground Beef** \$9.50

**Grilled Veggies** \$9.50 Also includes tortilla chips, a side of queso, cinnamon churro, and Fuzzy's taco shop Butt Burnin' hot sauce.

**BREAKFAST**

1 non-matching restaurant nearby

You can search within a specific caterer's menu for an item.

Or use the side bar to navigate through the menu.



# Shopping Cart

Add items to your cart, including any special instructions for each item. You can check out now or save the order to submit later.

AMERICATOGO

Your Order

Welcome, John!

1 Time

Fri, Oct 30 at 12pm

2 Location

Baylor Main Campus

3 Restaurant

Jimmy John's

4 Order

\$49.48

new order

open menu

New Order

delivery

The Originals

4 #1 Pepe, Sandwich - 8 Inch, French, Mayonnaise, Sliced Pickles, Jimmy Peppers \$23.56

1 #2 Big John, Sandwich - 8 Inch, French, Jimmy Mustard, Oregano-Basil, Tomato, Lettuce \$5.89

Plain Slims

1 Slim 1 - Ham and Cheese, 8 Inch, No Cheese \$3.99

Soda

6 22 oz Soft Drink, 3 Pepsi, 3 Diet Pepsi \$10.74

Napkins

1 No Napkins, Thanks \$0.00

Subtotal 44.18

Tip (sugg. 12%) 5.30

Total \$49.48

Save For Later

Check Out

Your order (as is) is available for ordering: Every Day: 10am to 10pm

Jimmy John's

search menu

Have feedback?

SANDWICHES & BOX LUNCHES

The Originals

The Favorites

Plain Slims

The J.J. Gargantuan

Shareables - Sandwich Boxes

SIDES

Sides

DESSERT

Cookie

BEVERAGES

Soda

Water

SERVICE WARE

Napkins

#9 Italian Night Club

Genoa salami, Italian capicola, smoked ham and Provolone cheese all topped with lettuce, tomato, onion, mayonnaise and our homemade Italian vinaigrette. Choose to add hot peppers.

varies

#10 Hunter's Club

Prepared with a full quarter-pound of medium rare roast beef, Provolone cheese, lettuce, tomato and mayonnaise.

varies

#11 Country Club

Prepared with sliced turkey breast, real wood smoked ham, Provolone cheese and tons of lettuce, tomato and mayonnaise. (A very traditional, yet always exceptional classic!)

varies

#12 Beach Club

Prepared with fresh baked turkey breast, Provolone cheese, avocado spread, sliced cucumber, lettuce, tomato and mayonnaise.

varies

Plain Slims

Perfect for Kids! No Freebies. Served on French bread.

Slim 1 - Ham and Cheese

Prepared with Provolone cheese.

Qty: 1

Add to Order

Choose One Size:

Slim 2 - Roast Beef

varies

Slim 3 - Tuna Salad

varies

Slim 4 - Turkey Breast

varies

Slim 5 - Italian

varies

Slim 6 - Cheese

varies

#15 Club Tuna

The same as our #3 Totally Tuna except this one has a lot more housemade tuna salad, Provolone cheese, sliced cucumber, lettuce and tomato. Sprouts are optional.

varies

#16 Club Lulu

Prepared with sliced turkey breast, bacon, lettuce, tomato and mayonnaise. (This is JJ's original turkey and bacon club.)

varies

#17 Ultimate Porker

Prepared with real wood smoked ham and bacon, lettuce, tomato and mayonnaise. (This one rocks!)

varies

Special Instructions:

No Cheese

Include special instructions for individual items

# Check Out Process

After clicking “Check Out” a series of screens will prompt you to enter:

- ◆ Number of Guests
- ◆ Meal Type
- ◆ Purpose of Meeting

This information will also display on your order.

You can also:

- ◆ Save as a Favorite Order

AMERICA TO GO

Your Order

Welcome, John!

1 Time

Fri, Oct 30 at 12pm

2 Location

Baylor Main Campus

3 Restaurant

Jimmy John`s

4 Order

\$49.48

5 Check Out

Expense Order

Expense by:

Amount

Codes

Business Purpose

Meal Type

Monthly Review

Lunch

prev

next

866-ATG-TOGO (866-284-8646) AMERICA TO GO customerservice@americatogo.com

ATG ORDER ID: [TBD]

Customer

John Smith

Baylor University

1311 S 5th Street

Waco, TX 76706

Tel: (212) 222-2222

Vendor

Jimmy John`s

1508 Speight Avenue

Waco, TX 76706

Tel: (254) 752-1600

Fax:

DELIVERY

Fri, 10/30/20 12:00 pm

Qty	Category	Item Description	Unit Price	Line Total
4	The Originals	#1 Pepe (Sandwich - 8 Inch) Bread: French Extras: Mayonnaise, Sliced Pickles, Jimmy Peppers	5.89	23.56
1	The Originals	#2 Big John (Sandwich - 8 Inch) Bread: French Extras: Jimmy Mustard, Oregano-Basil, Tomato, Lettuce	5.89	5.89
1	Plain Slims	Slim 1 - Ham and Cheese (8 Inch) special instructions : No Cheese	3.99	3.99
6	Soda	22 oz Soft Drink special instructions : 3 Pepsi, 3 Diet Pepsi	1.79	10.74
1	Napkins	No Napkins, Thanks	.00	.00

Payment

ATG ACCOUNT

49.48

Subtotal

Tax

Tip

Total

44.18

.00

5.30

\$49.48

Order placed: Wed, 10/28/20 10:00 am by John Smith

This order is for 6 people

\$8.25 per person

Order placed: Wed, 10/28/20 10:00 am by John Smith

This order is for 6 people

\$8.25 per person



# Instructions For Delivery

Include any important delivery instructions for delivery staff:

- ◆ Street Address (if different than displayed in Customer box)
- ◆ Building | Room
- ◆ Any other information required for delivery or set up instructions.
- ◆ Provide a cell number for delivery contact.

AMERICA TO GO

Your Order

Welcome, John!

1 Time

Fri, Oct 30 at 12pm

2 Location

Baylor Main Campus

3 Restaurant

Jimmy John's

4 Order

\$49.48

5 Check Out

Instructions for Delivery

Use this space to provide any special instructions that you feel are needed to fulfill your order.

instructions

Deliver to Morris Building. Call John on arrival 222-222-1212

cell number for delivery

222-222-1212

prev

next

866-ATG-TOGO (866-284-8646) AMERICA TO GO customerservice@americatogo.com

ATG ORDER ID: [TBD]

Customer

John Smith  
Baylor University  
1311 S 5th Street  
Waco, TX 76706  
Tel: (212) 222-2222

Vendor

Jimmy John's  
1508 Speight Avenue  
Waco, TX 76706  
Tel: (254) 752-1600  
Fax:

DELIVERY Fri, 10/30/20 12:00 pm

**\*\*Delivery Instructions\*\***  
**Deliver to Morris Building. Call John on arrival 222-222-1212**  
**Contact: 222-222-1212**

Qty	Category	Item Description	Unit Price	Line Total
4	The Originals	#1 Pepe (Sandwich - 8 Inch) Bread: French Extras: Mayonnaise, Sliced Pickles, Jimmy Peppers	5.89	23.56
1	The Originals	#2 Big John (Sandwich - 8 Inch) Bread: French Extras: Jimmy Mustard, Oregano-Basil, Tomato, Lettuce	5.89	5.89
1	Plain Slims	Slim 1 - Ham and Cheese (8 Inch) special instructions : No Cheese	3.99	3.99
6	Soda	22 oz Soft Drink special instructions : 3 Pepsi, 3 Diet Pepsi	1.79	10.74
1	Napkins	No Napkins, Thanks	.00	.00

Payment

ATG ACCOUNT 49.48

Subtotal 44.18  
Tax .00  
Tip 5.30  
Total \$49.48

Expenses

100% (\$49.48) Meal Type: Lunch Business Purpose: Monthly Review

Order placed: Wed, 10/28/20 10:25 am by John Smith  
This order is for 6 people  
\$8.25 per person



# Finalizing Order

Before submitting, re-check details for accuracy.

To make changes to your order:

◆ Use the **prev** button to go back to check out screens.

◆ Use the **Green Navigation Bars** to go back your **Order** to change menu items and quantities or to change **Time** and date.

AMERICA TO GO

Your Order

Welcome, John!

1 Time

Fri, Oct 30 at 12pm

2 Location

Baylor Main Campus

3 Restaurant

Jimmy John's

4 Order

Navigation Bars

5 Check Out

Send the Order

Check your order information to the right and click **SUBMIT NOW** to send your order to the restaurant.

To go back and modify the order, click **PREV**.

prev

submit now

Submit Order

866-ATG-TOGO (866-284-8646) AMERICA TO GO customerservice@americatogo.com

ATG ORDER ID: [TBD]

Customer

John Smith  
Baylor University  
1311 S 5th Street  
Waco, TX 76706  
Tel: (212) 222-2222

Vendor

Jimmy John's  
1508 Speight Avenue  
Waco, TX 76706  
Tel: (254) 752-1600  
Fax:

DELIVERY

Fri, 10/30/20 12:00 pm

**\*\*Delivery Instructions\*\***  
Deliver to Morris Building. Call John on arrival 222-222-1212  
Contact: 222-222-1212

Qty	Category	Item Description	Unit Price	Line Total
4	The Originals	#1 Pepe (Sandwich - 8 Inch) Bread: French Extras: Mayonnaise, Sliced Pickles, Jimmy Peppers	5.89	23.56
1	The Originals	#2 Big John (Sandwich - 8 Inch) Bread: French Extras: Jimmy Mustard, Oregano-Basil, Tomato, Lettuce	5.89	5.89
1	Plain Slims	Slim 1 - Ham and Cheese (8 Inch) special instructions : No Cheese	3.99	3.99
6	Soda	22 oz Soft Drink special instructions : 3 Pepsi, 3 Diet Pepsi	1.79	10.74
1	Napkins	No Napkins, Thanks	.00	.00

Payment

ATG ACCOUNT 49.48

Subtotal 44.18  
Tax .00  
Tip 5.30  
Total \$49.48

Expenses

100% (\$49.48) Meal Type: Lunch Business Purpose: Monthly Review

Order placed: Wed, 10/28/20 10:25 am by John Smith  
This order is for 6 people  
\$8.25 per person

# Order History

Under the “Order History” tab, you can view and print orders. For orders still in “Draft”, you can also edit or cancel the order. Note that orders in draft have not been sent to the Caterer.

AMERICA TO GO

HomeMy ProfileMy OrdersVendorsContact UsChat LiveLog Out

Your Order

1 Time

Ordering Options

Other Time

Select Specific

Su M

4

11

18

25

Hour:

Minute:

Date/Time

2 Location

3 Restaurant

4 Order

5 Check Out

My Orders

My Orders

10/28/2020 10:46:05 AM

[Track Pending Orders](#) | [My Recurring Orders](#) | [My Saved Orders](#) | [Confirm Order Receipt](#)

Page 1 of 1Results 1-8 of 8

print

excel

email

ORDER ID	DATE TIME	VENDOR	Meal Type	NOTE	TOTAL	STATUS	ACTIONS
15999972	10/27/2020 10:25 AM	(D) Au Bon Pain			\$318.98	Confirmed	<div>select action...<div>edit</div><div>reorder</div><div>add favorite</div></div>
15999966	10/26/2020 2:00 PM	(D) Mediterranean Grill			\$86.53	Confirmed	<div>select action...<div>edit</div><div>reorder</div><div>add favorite</div></div>
15971787	9/3/2020 12:30 PM	(D) Fresh City			\$13.18	Cancelled	<div>select action...<div>edit</div><div>reorder</div><div>add favorite</div></div>
15971786	9/3/2020 1:00 PM	(D) Baker's Best			\$110.92	Cancelled	<div>select action...<div>edit</div><div>reorder</div><div>add favorite</div></div>
15971784	9/4/2020 2:00 PM	(D) Mediterranean Grill			\$39.03	Cancelled	<div>select action...<div>edit</div><div>reorder</div><div>add favorite</div></div>
15971679	9/4/2020 2:00 PM	(D) Au Bon Pain			\$13.20	Draft	<div>select action...<div>edit</div><div>reorder</div><div>add favorite</div></div>
15965331	9/2/2020 11:30 AM	(D) Fresh City			\$51.42	Draft	<div>select action...<div>edit</div><div>reorder</div><div>add favorite</div></div>
15965330	9/1/2020 11:30 AM	(D) Au Bon Pain			\$17.60	Cancelled	<div>select action...<div>edit</div><div>reorder</div><div>add favorite</div></div>



# Contact Us

AMERICATOGO

Home

My Profile

My Orders

Favorites

Vendors

Contact Us

Log Out

Your Order

Welcome, John!

1 Time

Ordering Options

Other Time

ASAP

Recurring

Select Specific Date and Time

October 2020

Su	Mo	Tu	We	Th	Fr	Sa
				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	31

12AM

12PM

11PM

Hour:

Minute:

0 5 10 15 20 25 30 35 40 45 50 55

Date/Time: 10/28/2020 10:45 AM

NEXT

2 Location

3 Restaurant

4 Order

5 Check Out

ATG HIGHLIGHTS

Some of the new restaurants, services and news for America To Go

FREQUENTLY ASKED QUESTIONS

Baylor University

QUICK GUIDE FOR CATERING ORDERS

If you need assistance with a specific order or have any questions regarding the ordering process, please contact our Customer Service team:

866-284-8646 [customerservice@americatogo.com](mailto:customerservice@americatogo.com)

We are available 7 days a week, 365 days a year.

Chat with us!