QUICK REFERENCE GUIDE

Placing a Catering Order through ATG





Landing Page

From the Landing Page, you can Avigate through the site
Begin an order by choosing a date and time Find Job Aid and FAQs

| Time dering Options | | | | | | Some of the ne | ATG HIGHLIGHTS Some of the new restaurants, services and news for America To Go | | | | |
|---|------|-------------------|----|------------|----|----------------|--|---|---------|--|--|
| Other Time ASAP Recurring ect Specific Date and Time October 2020 | | | | | 0 | FREQUENTLY | B | QUICK GUIDE FOR CATERING | | | |
| Su | Mo | Tu | Ve | Th | Fr | Sa | QUESTIONS | Baylor University | ORDERS | | |
| | | | | 1 | 2 | 3 | | | | | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | | | | | |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | To hegin an | order enter a date a | nd time | | |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | | | | | |
| 25 Iour: finu | e: 🗌 | 27 1 5 10 1 | 28 | 29 12PN | | 31 | | be prompted to er ee available caterer | - | | |

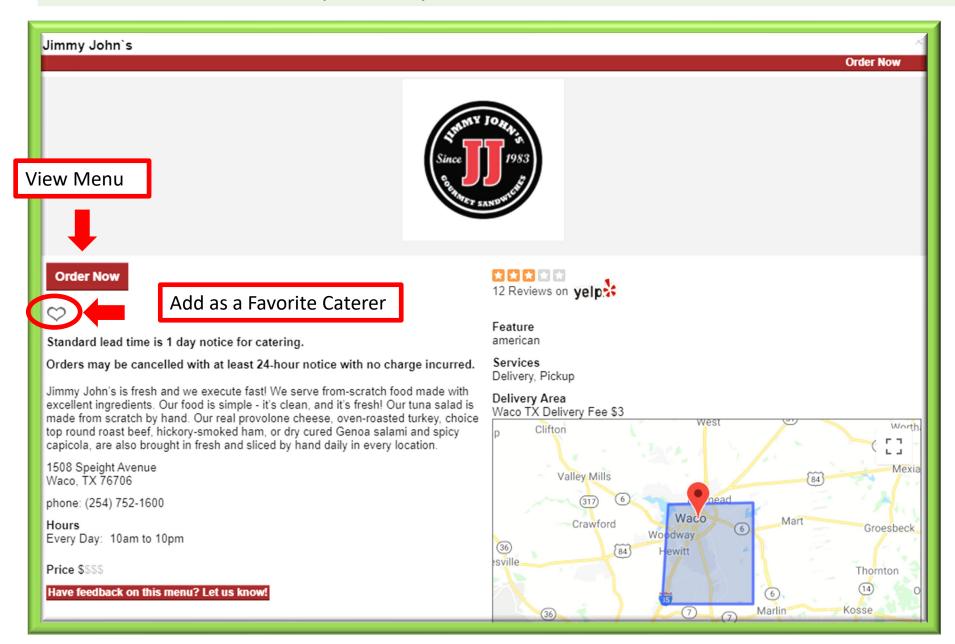
Filters

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

| Your Order | Welcome, John! | 9 matching restaurants view: More Detail 🗸 |
|---|--|--|
| 1 Time 2 Location 3 Restaurant | Fri, Oct 30 at 12pm Baylor Main Campus 9 local restaurants match | Fuego Tortilla Grill 1524 Interstate 35 Frontag 1524 Interstate 35 Frontag 1524 Interstate 35 Frontag 1508 Speight Avenue 1508 Speight Avenue |
| Hours open Fri, Oct 30 at 12pm 9 Services | Filter by Name search vendor names | Shorty's Pizza Shack 1712 South 12th Street catering Subway - La Salle Avenue catering Catering Cat |
| | ckup 8 🗹 delivers to you 9 | Curbside Burgers 4158 Government Street catering Curbside Burgers 4158 Government Street catering Catering Comparison |
| italian 1 | uten-free 1 international 2 ie night 5 mexican 3 gan 1 vegetarian 1 | Fuzzy's Taco Shop 220 West Lee Drive catering Catering Cov't Taco 4524 Government Street catering Cov't Taco 4524 Government Street catering Cov't Taco S201 Nicholson Drive Catering Cov't Taco S201 Nicholson Drive Catering Cov Cov Cov Cov Cov Cov Cov Cov |
| Prices | Ratings | Use preset filters |
| \$ 6 \$\$ 2 \$\$\$ \$\$\$ | 1+ stars 2+ stars 1 3+ stars 4 4+ stars 2 | Newk's Eatery 3332 Lake Street catering Piccadilly Catering Piccadilly Catering Picadilly Catering Picadilly Catering Pita Pit Highland Road catering Pita Pita Pit Highland Road catering Pita Pita Pita Pita Pita Pita Pita Pita |
| Items search across all men | ☐ 5+ stars 1 Minimum Order himum ✔ | Rita's Italian Ice Custor 1052 West Lee Drive catering Rotolo's Craft & Crustor 1052 West Lee Drive catering Rotolo's Craft & Crustor 111 Ben Hur Drive, Suite D Catering Smoothie King (Hights) 1272 Highland Road Catering Smoothie King (Hights) 1272 Highland Road Catering Smoothie King (Hights) 1272 Highland Road Catering Sullivan's Steakhousso Catering Catering Sullivan's Steakhousso 1252 Corporate Boulevard Catering Catering |
| Lead Time any lead time 🗸 | | n search across all Caterers to 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.



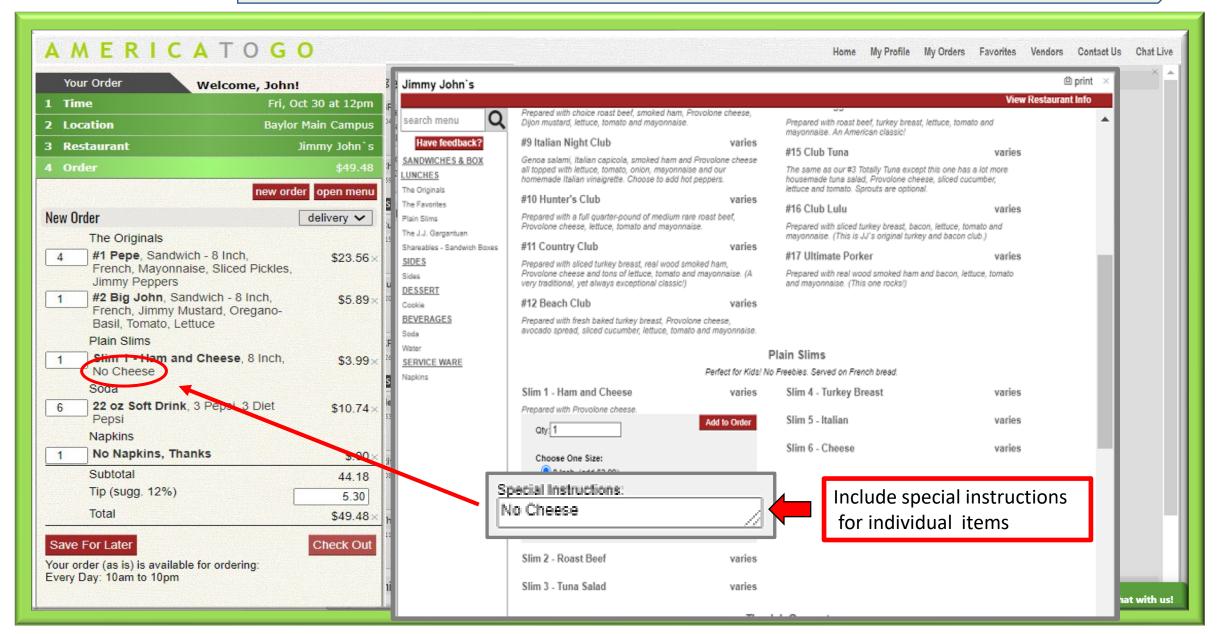
Filters

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

| AMERICATOGO |) | | | Home My Profile My Orders | s Favorites Vendors Contact Us Chat Live Lo | | | |
|--|--|---|--|--|---|--|--|--|
| Your Order Welcome, John! 1 Time Fri, Oct : | 9 matching res | sort by: Name 🗸 view: More Detail 🗸 | | | | | | |
| 3 Restaurant 9 local rest Hours Filter by Name ✓ open Fri, Oct 30 at 12pm 9 Search vendor n Services Deickup a | Fuzzy`s Taco Shop burrito Have feedback? SEARCH FOR: BURRITO | You can search wir caterer's menu for | an item. | ific I FOR: BURRITO | Print × View Restaurant Info | | | |
| Catering 9 Features american 7 italian 1 pizza 1 Prices Ratings 5 5 5 5 5 5 5 5 5 5 5 5 5 | 5 items found BREAKFAST Breakfast Taco Packs <u>STARTERS</u> Party Starters FOOD BARS | Shredded Chicken Also includes tortilla chips, a side of queso, cinnam Fuzzy's taco shop Butt Burnin' hot sauce. | \$9.50 | tems found Shredded Brisket Also includes tortilla chips, a side of o Fuzzy's taco shop Butt Burnin' hot sa | | | | |
| \$ 6 1+ stars B \$\$ 5 2 2+ stars 1 F \$\$\$\$ 3+ stars 4 E \$\$\$\$\$ 4+ stars 2 5+ stars 1 Items Minimum Order E search across all men any minimum ∨ E | BUITITO BOX | Special Ground Beef r use the side bar to navigat rough the menu. | \$9.50 ro, and te \$9.50 ro, and | Grilled Veggies Also includes tortilla chips, a side of o Fuzzy's taco shop Butt Burnin' hot sa | | | | |
| any lead time 🗸 | BEVERAGES Tea SERVICE WARE 1 non-matching | restaurant nearby | BF | REAKFAST | | | | |

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.



Check Out Process

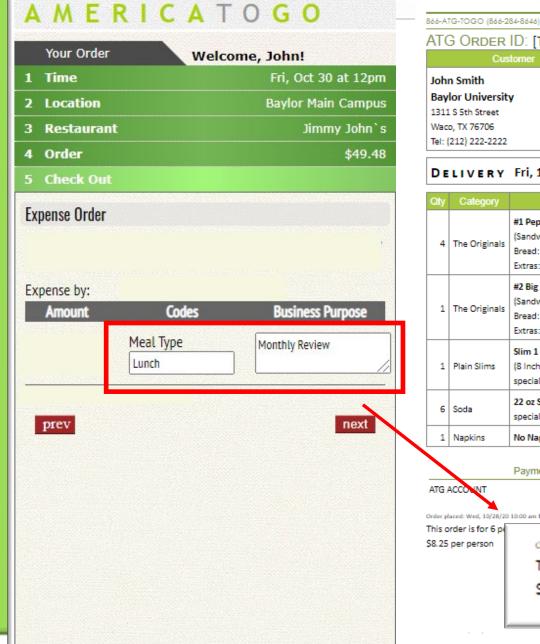
After clicking "Check Out" a series of screens will prompt you to enter:

- 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 customerservice@americatogo.com ATG ORDER ID: [TBD] 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 | |
|----------|----------------------|---|------------|------------|--|
| | | #1 Pepe | | | |
| | The Originals | (Sandwich - 8 Inch) | | | |
| 4 | | Bread: French | 5.89 | 23.56 | |
| | | Extras: Mayonnaise, Sliced Pickles, Jimmy Peppers | | | |
| | | #2 Big John | | | |
| | | (Sandwich - 8 Inch) | | | |
| 1 | The Originals | Bread: French | 5.89 | 5.89 | |
| | | Extras: Jimmy Mustard, Oregano-Basil, Tomato, Lettuce | | | |
| | | Slim 1 - Ham and Cheese | | | |
| 1 | Plain Slims | (8 Inch) | 3.99 | 3.99 | |
| - | | special instructions : No Cheese | 2.22 | | |
| | | 22 oz Soft Drink | | | |
| 6 | Soda | special instructions : 3 Pepsi, 3 Diet Pepsi | 1.79 | 10.74 | |
| 1 | Napkins | No Napkins, Thanks | .00 | .00 | |
| | | Su Su | btotal | 44.18 | |
| | | Payment Ta | | .00 | |
| | | Tip | - | 5.30 | |
| ATG / | ACCOUNT | 49.48 To | | \$49.48 | |
| Order pl | laced: Wed, 10/28/20 | 10:00 am by John Smith | | | |
| This a | order is for 6 p | | | | |
| \$8.25 | per person | Order placed: Wed, 10/28/20 10:00 am by Joh | n Smith | | |
| | | This order is for 6 people | | | |
| | | \$8.25 per person | | | |
| | | | | | |
| | | | | | |

Instructions For Delivery

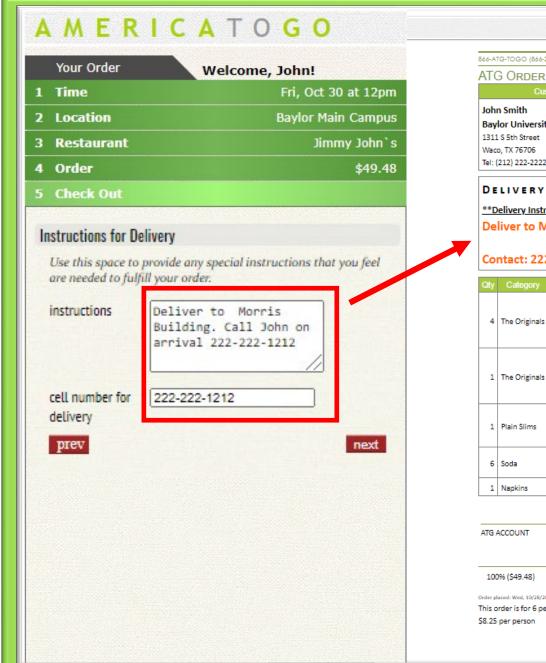
Include any important delivery instructions for delivery staff:

 ♦ 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.



| 1.6.6.A | TG-TOGO (866-2 | | A TO GO o | ustomerservice@or | nericatogo.com | @ p | rint |
|------------------|-----------------------------|--|----------------------------|----------------------------|----------------|-----|------|
| | G ORDER | | <u> </u> | | | | |
| 11 1 | | tomer | | /endor | | | |
| loh | n Smith | | Jimmy John`s | | | | |
| | lor Universit | | 1508 Speight Avenue | | | | |
| | 1 S 5th Street | , | Waco, TX 76706 | | | | |
| Wad | o, TX 76706 | | Tel: (254) 752-1600 | | | | |
| Tel: | (212) 222-2222 | | Fax: | | | | |
| <u>**0</u> De | elivery Instr liver to M | Fri, 10/30/20 12:00 <u>uctions**</u> lorris Building. Call 2-222-1212 | | 222-222-: | 1212 | | |
| Qty | Category | Item Desc | cription | Unit Price | Line Total | | |
| 4 | The Originals | #1 Pepe (Sandwich - 8 Inch) Bread: French Extras: Mayonnaise, Sliced Pic | ckles, Jimmy Peppers | 5.89 | 23.56 | | |
| 1 | The Originals | #2 Big John (Sandwich - 8 Inch) Bread: French Extras: Jimmy Mustard, Orega | ino-Basil, Tomato, Lettuce | 5.89 | 5.89 | | |
| 1 | Plain Slims | Slim 1 - Ham and Cheese (8 Inch) special instructions : No Chee | se | 3.99 | 3.99 | | |
| 6 | Soda | 22 oz Soft Drink special instructions : 3 Pepsi, 3 | 3 Diet Pepsi | 1.79 | 10.74 | | |
| 1 | Napkins | No Napkins, Thanks | | .00 | .00 | | |
| | | Doumont | | Subtotal Fax | 44.18 | | |
| ATC | | Payment | - 1 | Tax Fip | .00 5.30 | | |
| AIG | ACCOUNT | 49.48 | , <u>1</u> | Fotal | \$49.48 | | |
| | | Ехр | enses | | | | |
| 10 | 0% (\$49.48) | Meal Type: Lund | | Business Purpose Review | e: Monthly | | |
| | | 10:25 am by John Smith | | | | | |

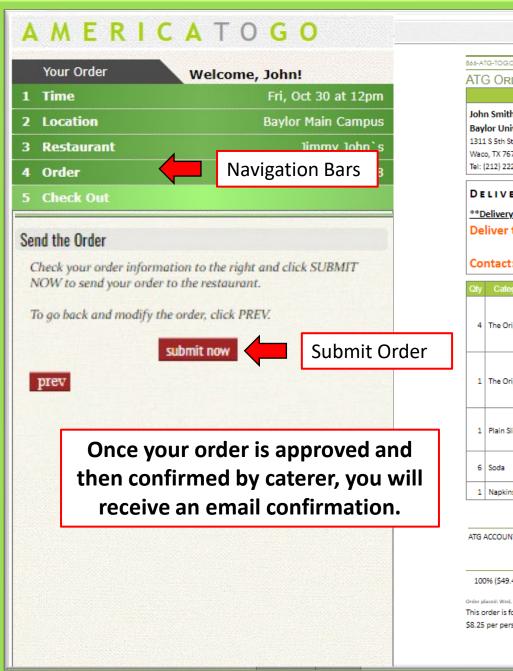
Finalizing Order

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.



| 66-A | IG-TOGO (866-2 | 84-8646) AM | ERICA TO GO | customerservice | e©americatogo. | @ print |
|--------------------|--|--|---|------------------------|----------------|----------------|
| | G ORDER | | | | | |
| | | tomer | | Vendor | | |
| Bay 1311 Wao | n Smith lor Universit . S 5th Street o, TX 76706 212) 222-2222 | ÿ | Jimmy John's 1508 Speight Aver Waco, TX 76706 Tel: (254) 752-160 Fax: | | | |
| <u>**D</u> De | elivery Instr liver to M | | 2:00 pm Call John on arriv | /al 222-22 | 2-1212 | |
| Qty | Category | Iter | m Description | Unit Pri | ice Line Tot | al |
| 4 | The Originals | #1 Pepe (Sandwich - 8 Inch) Bread: French Extras: Mayonnaise, Si | iced Pickles, Jimmy Peppers | | .89 23. | 56 |
| 1 | The Originals | #2 Big John (Sandwich - 8 Inch) Bread: French Extras: Jimmy Mustard | d, Oregano-Basil, Tomato, Le | | .89 5. | 89 |
| 1 | Plain Slims | Slim 1 - Ham and Chee (8 Inch) special instructions : N | | 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 | | Subtotal Tax Tip | | 18 00 30 |
| ATG / | ACCOUNT | | 49.48 | Total | \$49. | |
| | | | Expenses | | | |
| 100 | 96 (\$49.48) | Meal Typ | e: Lunch | Business Pur Review | pose: Monthly | 1 |
| 'his a | aced: Wed, 10/28/20 rder is for 6 per per person | 10:25 am by John Smith ople | | | | |

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.

| | RICATO |) G O | | Hor | ne My Profile | My Orders | F Vendors | Contact Us | Chat Live Log Out |
|--|---------------|-------------------------------------|---|-------------------|---------------|-----------|---------------|------------|-------------------------|
| Your Order 1 Time | My Orders | | | | | | | | |
| Other Tim | My Orders | | ٦ | Ay Orders | | | | | |
| Select Specifi | | | | /2020 10:46:05 AM | | | | | |
| 0 | Track Pending | Orders <u>My Recurring Orders</u> | <u>My_Saved Orders</u> <u>Confirm Ord</u> | der Receipt | | | | | |
| Su M | Page 1 of 1 | Results 1-8 of 8 | | | | | | Ē | 🛿 print 🛛 excel 🖾 email |
| | ORDER ID | DATE TIME | VENDOR | <u>Meal Type</u> | <u>NOTE</u> | TOTAL | <u>STATUS</u> | | ACTIONS |
| 4 | 15999972 | 10/27/2020 10:25 AM | (D) Au Bon Pain | | | \$318.98 | Confirmed | | select action 🗸 |
| 18 | 15999966 | 10/26/2020 2:00 PM | (D) Mediterranean Grill | | | \$86.53 | Confirmed | | select action 🗸 |
| 25 | 15971787 | 9/3/2020 12:30 PM | (D) Fresh City | | | \$13.18 | Cancelled | | select action 🗸 |
| 11 | 15971786 | 9/3/2020 1:00 PM | (D) Baker`s Best | | | \$110.92 | Cancelled | | select action 🗸 |
| Hour: | 15971784 | 9/4/2020 2:00 PM | (D) Mediterranean Grill | | | \$39.03 | Cancelled | | select action 🗸 |
| Minute: | 15971679 | 9/4/2020 2:00 PM | (D) Au Bon Pain | | | \$13.20 | Draft | | select action 🗸 |
| | 15965331 | 9/2/2020 11:30 AM | (D) Fresh City | | | \$51.42 | Draft | | select action |
| Date/Ti | 15965330 | 9/1/2020 11:30 AM | (D) Au Bon Pain | | | \$17.60 | Cancelled | | |
| | | | | | | | | | edit |
| 2 Location | | | | | | | | | reorder |
| 3 Restaurant4 Order5 Check Out | | | | | | | | | add favorite |
| | | | | | | | | | |

Contact Us

