SOHO ESPRESSO CBD ONLINE CATERING PROCEDURES

1. Go to www.sohoespressocbd.com.au and click on **'Catering'.**
   Please allow approximately **10-20 seconds** for our extensive menu to load.

2. Before placing your order please login by entering your supplied username and password into the login form above the menu.

   Please Note: You can place an order without being registered or logging in, but you will have to pay for the order **via credit card.**

   If you wish to create an account with SOHO Espresso CBD, and pay by EFT please contact the team at SOHO Espresso CBD **before placing your order** and you will be issued with a unique username and password to use for future orders.

3. Once you have logged into the catering system, you can begin creating your catering order.

   Please Note: At the bottom of the catering menu there is a text box labelled **"special instructions".** This is the where you can specify any special eating requirements or order requirements which are not specified on the menu. **E.g**. when ordering a variety of soft drink, you may wish to have only two of them Sprite and the rest Diet Coke, or any other requests related to your food order.

   Once you have selected the all items and quantities, select **"Next Step"** to proceed to the order preview/confirmation page.

4. The next screen is a preview of the order you are about to place. Please note that at this stage the order has not yet been placed, and it is simply a preview for your convenience. The total cost will also be displayed per item and in total.

5. If you do wish to proceed with the order and are happy with your selection, press **"Place Order".**

6. Next, fill in your details as requested (You will need to complete all fields to successfully place your order).

7. At the bottom of this page you will see that there is an option to pay on account or credit card. If you wish to pay using credit card, simply fill in your details and press **"Submit"** and SOHO Espresso CBD Catering will charge this to your card, with a confirmation of the order and invoice sent to you via email.

   Please Note: As a pre-registered SOHO Espresso CBD Customer, you do not have to pay via credit card, and may wish to be invoiced by SOHO Espresso CBD and pay within the 14 day invoice terms. If this is the case, simply select the 'pay on account' option, press **"Submit"** and your order will be placed, with an invoice and confirmation sent to your email address.

8. Once you press **"Submit"** your order will automatically be sent to SOHO Espresso CBD. You will receive a confirmation message which will load after you press **"Submit"** and this is your confirmation that your order has been sent.

   You will also have the choice to remain logged in (if you are registered) and place another order if required.

   Please Note: If a confirmation message **does not** appear and/or you **do not** receive any **confirmation email**, this means the order **has not** been sent through for various reasons, in which instance you should call **SOHO Espresso CBD on 02 9232 0027** to enquire further and if need be confirm your order over the phone.

IMPORTANT

ALL ORDERS MUST BE PLACED BEFORE 2:30PM EVERY DAY OR AT LEAST 24 HOURS IN ADVANCE.

THIS RULE APPLIES FOR ALL CATERING ORDERS.