ORDERING QUICK REFERENCE GUIDE

Setting up a new account
1. Go to the Bay Laurel Catering order site.
2. Click the Your Account button in the upper right corner to go to the Log-in page.
3. Click the Sign Up button under Start as a New User.
4. Fill in your account information and select a password. This information can be edited at any time by clicking on Your Account.

Adding items to your cart
1. Add items to your cart by clicking the Add to Order button.
2. Enter your event name (i.e., Faculty Lunch) and enter the quantity that you would like to order. Some items require a minimum number ordered.
3. You may add additional items to the order by clicking on Add Another Menu Item.
4. If you need to add special instructions regarding the item selected, click Special Request and type in your special requests.
5. Once you have all your items added, click on Finish.
6. This will take you to the Order Information screen where you'll need to add the details of your event including event date, location, start time, end time, etc.
7. Comments, use this section to communicate any additional information about your event or to ask questions.
8. Review your customer information and ensure it is up-to-date.
9. Click the Finish button, and you will have a final opportunity to review your order details and make changes.
10. Click the Order Now button to send the order or save it to revise later. A printable order summary will appear on screen. An email with the order summary will be sent to you.

The order summary will indicate your subtotal. Labor charges will be calculated and added later on your Banquet Event Order.

Duplicating a previous order
1. On the Bay Laurel order site home page, click Your Account
2. On the left side, click Order History. You will see your previous orders.
3. Click on the order you want to duplicate and Clone it, then modify as needed.
4. Repeat the check out process, (steps 5–10). Your order is now pending.

Once your order is placed, you will be contacted within two business days by your Catering Sales Representative.