

## **Café di Stazi Online Catering Procedures**

- 1.** Go to [www.cafedistazi.com.au](http://www.cafedistazi.com.au) and click on '**Order Online**'. Please allow approximately **10-20 seconds** for our extensive menu to load.
- 2.** Please login by entering your supplied username and password into the login form above the menu if you have already registered. If not, you can skip this.
- 3.** You can begin creating your catering 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 via credit card. If you wish to pay using credit card, simply fill in your details and press "**Submit**" and Café di Stazi will charge this to your card, with a confirmation of the order and invoice sent to you via email.
- 8.** Once you press "**Submit**" your order will automatically be sent to Café di Stazi. 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 **Café di Stazi on 92512691** 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.**