

## **Ordering Information**

### **To Order:**

Please call: 973-509-4100 extension 4256  
Please e mail: [foodservice@montclair.k12.nj.us](mailto:foodservice@montclair.k12.nj.us)

### **Order Timeline:**

While we make every effort to accommodate last minute orders, please provide a **minimum of three school days notice**. Orders without the adequate lead time may be subject to service charge.

### **Cancellation Timeline:**

All our food is prepared to order, therefore cancellations must be made the **morning before the day of delivery**. Friday morning for a Monday delivery. Last minute cancellations may be subject to service charge.

### **Minimums:**

Minimum guest counts are stated on each menu. Orders which do not reach the minimum may incur additional charges.

### **Delivery:**

Delivery is available on school days from 8 am to 3 pm to School District locations. Earlier or later deliveries, or other locations, may incur a service charge. Our staff will unpack your order at requested location.

### **Pickup:**

Please call when your event is over to schedule pickup. It is the responsibility of the host to secure all equipment. There will be an additional charge for additional location pickups.

### **Payment:**

School District Departments **MUST** complete and submit Purchase Orders.

All other events may be paid by check made payable to:  
"Montclair Public Schools Food Service".  
Payments are due within 10 days.

***Thank you for your business!***