

Ursuline Ordering Instructions

1. Orders should be placed directly with Roche Brothers by visiting: <https://catering.rochebros.com/>
2. Select the **WESTWOOD** location.
3. Select **BOXED LUNCHES**. You may only select from the Boxed Lunch menu.
4. **ADD** your choice to the cart. You will indicate your preference at checkout.
5. Click **GO TO CHECKOUT**
6. If you have an existing Roche Brothers account, please sign in. If not, please create an account.
7. Choose your delivery **DATE** from the drop down menu. Select 11:00am as the time.
8. Your specific lunch selection should be added to the **NOTES** (turkey, Greek, Southwest etc.)

Item	Notes
Sandwich Box Lunch	Turkey

9. In **YOUR DETAILS**, list your student's contact information. The **Business Name** should be **Ursuline**.

Your Details	
Contact Name* Sally Student	Business Name Ursuline Academy
Phone Number* 7815551234	

10. In **ORDER DETAILS**, select **PICK UP**, confirm you are ordering from the **WESTWOOD** store and in **DELIVERY INSTRUCTIONS** please include your **student's name and grade**.

Order Details	
Delivery or Pickup <input type="radio"/> Deliver <input checked="" type="radio"/> Pick Up	Your Pickup Store Westwood Change
Address* Westwood	City* Westwood
ZIP* 02090	<input type="checkbox"/> Add this address to my address book
PO Code	
The purchase price will appear on your invoice.	
Delivery Instructions Sally Student Grade 8	Kitchen Instructions

11. Click **CONTINUE** to review and pay for your order.

Deliver To This order will be picked up from the following location: Sally Student 7815551234 Ursuline Academy Westwood Westwood, 02090
Pick Up Information Date Mon 09 Nov 2020 Delivery Instructions Sally Student Grade 8
Items 11:00 AM

Order Deadlines

Please note, orders must be placed by **Sundays at 12:00 noon for Monday** delivery. Orders for **Tuesday-Friday must be submitted by 2:00pm** the day prior. You will not be able to submit an order after these deadlines.

Questions

If you have any questions please contact the Westwood Roche Brothers Catering team directly at (781)329-6930.