

## Ordering – How To

Thank you for your interest in Chef Express. Below are step-by-step instructions on using the Chef Express website for placing your order.

Our goal is to earn your raving testimonial and we look forward to any feedback and suggestions you may have. We you are excited to serve you!

**The Menu** - Changes every Sunday, and includes both American classics and international flavors. You have a choice of:

- 3 beef/pork dishes
- 3 chicken dishes
- 3 seafood dishes
- 4 vegetarian and pasta dishes
- Happier Meals
- Chef Express Special dinners for 4

Most entrees come with 1 or 2 side dishes. You can select different sides to meet your family's preferences and order extra sides for \$1 per portion.

Menu items are marked as dairy free (DF) and/or gluten free (GF) and we work with you to accommodate special diets and dietary restrictions.

**The Packaging** - Meals are packaged family style, in microwaveable containers. For orders for more than 1 person, entrees are packaged separately from side dishes so you can mix and match. All meals are freezable, and if you will not finish your meals the week you pick them up they can be frozen.

### Current Menu and Ordering

The current menu is available for your review at <http://clarksvillechefexpress.com/index.php>

**When** you are ready, scroll down the page to the Customer Information section. Enter the following details:

- Name
- Email
- Contact Number - needs to be entered without dashes or non-numeric text

**Scroll** down to the Standard Meals section.

- Select the category for the first meal
- Next, select the meal from the Items area
- The side(s) for the meal that you have selected is/are now displayed.
- If you would prefer not to receive the default side(s) and select different side(s), check the checkbox in the No Sides column



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- Repeat the above steps to select your remaining meals

**If** you are ordering fewer than 5 meals, after you have selected your desired meals:

- Select the category **Z. Chef Express Placeholder** for the subsequent meal(s)
- Select the meal **Placeholder for Smaller Orders** from the Items area

**Now**, click the **Next** button in the lower right corner.

The Additional Individual Meals section will be displayed. Use this area to order additional portions of entrees for lunches, after school meals, or last minute guests.

**Click** the **Next** button in the lower right corner to continue, or click **Back to Meal Selection** to adjust your order.

The Additional Side Item Ordering section is now displayed. Use this section to order replacement sides for any that you may have deselected, or to order additional portions of family favorites.

Click the **Place Order** button when you have completed your order.

### Order Confirmation

Once you have placed your order, you will receive an email detailing your order at the email address that you provided. Please review this email to verify your order. If you find any problems, send an email to [ChefKathy@ClarksvilleChefExpress.com](mailto:ChefKathy@ClarksvilleChefExpress.com) with your corrections no later than Wednesday night.

Chef Kathy will also review your order. If she sees any problems or has questions, she will email and/or call you to review the menu that you have selected to clarify any questions.

### Order Delivery

If you have placed your order by Wednesday, your Chef Express meals will be ready for delivery on the following Friday, after 2:00 pm. You will be contacted to coordinate delivery to your home or office location.

Thank you again for ordering from Clarksville Chef Express. We you are excited to serve you!