Dear Valued Elementary Parents,

We are proud to inform you that we offer MyMealOrder (www.MyMealOrder.com), a state-of-the-art online service that provides you with the convenience and information you need to manage your student's meal purchases and meal account.

This system eliminates the need to send worry about lost or forgotten money and ensures that your child's meals are paid for. You have the ability to pay by checking or credit card. Each payment processed within MyMealOrder.com will include a 4.45% processing fee. To avoid the processing fee, you do have the option to send in cash or check (made payable to Duke Catering) in an envelope marked Duke. Once this payment is applied to your account you will receive and email letting you know. After that email is received you can then go in and place your order. Your order will not go through if it is not paid for or if you do not complete the entire check out process.

We strongly encourage all parents to create an account at no cost through https://MyMealOrder.com.

To sign up, simply visit: https://MyMealOrder.com and click the Login button, then click on "Register for a Free Account." ***Please enter Duke Catering as your school district***. You will need your student's name and school to complete registration. **Once you finish registration, you may log-in to begin managing your student's account instantly!**

Once you are logged onto MyMealOrder.com you will see a one-week view of the scheduled menus. You can click the white arrow in the upper right to move to the next week. You can also click the gray "Month" button to see a month's view of the menus. Using the month view, menus are displayed per child. If you have multiple students on your account, you can select additional students from the drop down in the upper left.

Click the green "Add to Cart" button to add a meal to your cart. Once your meals have been added, click the View Cart button to see a summary of items in your cart and to checkout and purchase the items.

If your student is absent, please log onto MyMealOrder.com and cancel your child's lunch before 8:30am. To cancel, you simply go to the ordering screen and click on what you ordered that day and it will ask you if you would like to remove the item, answer yes and the credit goes back onto your lunch account so you can use it on the next order that you place. Please note we do not refund, but credit your lunch account.

We consistently strive to find new and better ways to serve our students and our families, and we thank you for partnering with us in this effort.

Best Regards,

Duke Catering

856-986-4512

*** Ordering will be open on August 24th***