



Dear Parent,

We're excited to announce an easier way to place orders for our Subway® Days; **online ordering is now available!**

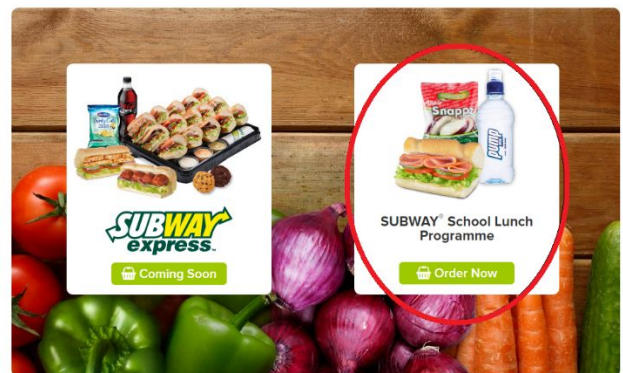
Our school will be moving across to new online ordering for our Subway® Days from **Thursday 2nd February 2017**

To place an online order, simply visit www.subway.co.nz/schools and follow the instructions below to place your order by **9am each Subway® Day. Thursday**

STEP BY STEP GUIDE FOR ONLINE ORDERING:

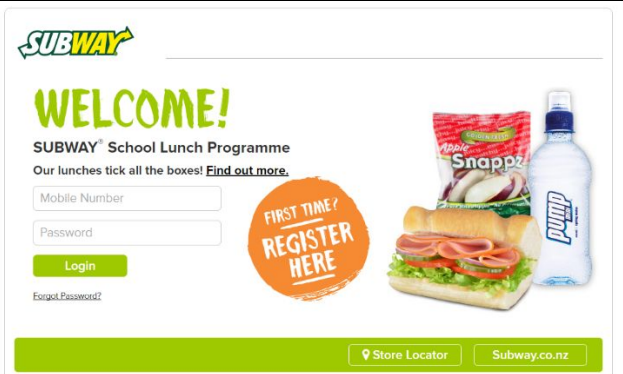
Step 1

Visit www.subway.co.nz/schools and select **SUBWAY® School Lunch Programme**



Step 2

Either create an account or login by following the prompts





Step 3

Select your school and complete the 'student name' and 'class' fields.

You can then choose to start a **New Order** or choose a favourite order from the list below.

Step 4

Follow steps 1 to 3 to build your sub and add any drinks or sides – remember to select the ingredients you want on the sub in step 2

Step 5

Confirm your order and pay via Credit Card
(Credit Card payment only is accepted)

Please note that any orders received after 9am will NOT be processed until the following week

Note: if you are placing multiple orders for multiple children, you will need to finalise payment for the first order before starting the process over again for any subsequent orders.



Should you have any queries over Subway® Days please contact **Trudy Quirk at Subway Kaikorai Valley** Trudy.quirk@xtra.co.nz **021383014**