

Dear Valued Parents,

We are proud to inform you that Duke Catering offers MyMealOrder ([www.MyMealOrder.com](http://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 checks to school or 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 processing fee. If you would like to send in cash or a check to avoid the processing fee, you can do so by sending the cash or check (made payable to Duke Catering) into school in an envelope marked Duke. Please note that if you send in cash or check, you can not place your child's lunch order until these funds are added to your account. When the funds are added you will receive an email letting you know and then you can go in and place your order. Do not send in cash or check for lunch for that day, if paying that way you need to do so at least a day in advance. \*Please also note that there will be a \$15 fee plus any bank charges every time your payment gets kicked back from the bank, whether paid on line or by sending in a check.

**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 choose Duke Catering as the 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.

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.

**Lunch Ordering is now open.**

Best Regards,

Duke Catering

MyMealOrder is powered by

