

HOW TO ORDER LUNCH

Please note: Lunches are available to order Mon-Thu ONLY
(despite the instructions below, we do not have lunch orders on Fridays)

LOCAVORA - LUNCHBOX



- VALUE
- FRESH
- LOCAL
- COMMUNITY
- VARIETY

Overview:
Our food is made daily in our West Perth kitchen using locally sourced produce. We use REAL, FRESH ingredients, none of that nasty processed stuff!

Ordering:
We've made ordering simple, just head to <https://schools.locavora.com.au/> and place your order before 8:30am for same day delivery Monday - Thursday. Cut off for Fridays is now Thursday midnight 12am.

LOCAVORA - SETTING UP AN ACCOUNT

How do i set up an account?

Use the registration form on <https://schools.locavora.com.au/> to create your account. Once created and logged in, go to the [Manage Students](#) section of your account and set up the students that you will be ordering for.

Manage Students

| Name | School | Classroom |
|------|-------------------------|-----------|
| Test | Dalkeith Primary School | Kindy |
| | Test School | Kindergar |

LOCAVORA - ORDERING

How do i place an order?

You must first be registered. Once you have logged in with your account, simply browse our menu to find the food you want. When purchasing an item from the menu, you will also be prompted to select which student the item is for. Once you are ready, proceed to the checkout where you will be asked what day you want the order delivered.




LOCAVORA - PAYING

How do i pay?

During checkout you will have the option to process your order via credit card or you can add credit to your account and process orders by drawing down on your credit.

How do i add credit to my account?

Under 'My Account' select 'Wallet Top Up' and top up as required. Please note when topping up your wallet you must first process the top up transaction and then place a separate order for your child's lunch. It's important to know you can not process a wallet top and lunch order at the same time. If you have any issues uploading credit to your account please contact the office on 9481 4500, our store mobile on 0473 779 244 or email connect@locavora.com.au



| My Wallet | Balance | |
|--------------|---|----------|
| | | \$98.50 |
| Wallet topup | Wallet refund #86674 Wednesday, 10th May, 2023 | +\$1.50 |
| Transactions | For order payment #86674 Wednesday, 10th May, 2023 | -\$1.50 |
| | Import Wednesday, 10th May, 2023 | +\$98.50 |

LOCAVORA - LATE ORDERS

Late orders?

Cut off time to place a lunch order is 8:30am for same day delivery Monday to Thursday. Due to the high volume of orders on Fridays, the cut off time is now Thursday midnight (12am) for next day delivery. To place an order after the cut off time please call the store on 9481 4500, our store mobile on 0473 779 244. Late orders will not be accepted after 9am Monday to Thursday. Due to the volume of orders we do not accept any late orders on Fridays. Unfortunately we are no longer able to accept any orders via phone, text or email.

How do i cancel my order?

You will need to contact the store on 9481 4500 our store mobile on 0473 779 244 or email connect@locavora.com.au to cancel your order PRIOR to 9:30am. Unfortunately we are unable to accept cancelled orders after this time.

CONTACT US

