

Sign Up Timeline: Cafes

Once a connection with a school has been made



Sign up date _____

Service begins _____

Send to LunchFox:

- Signed copy of Cafe Agreement Form (Required for each school you are linked with)
- Completed Bank Account Nomination Form
- Cafe logo and/or cafe photo (PNG or JPEG file)
- Complete the Menu Set Up Form
- Key cafe contact details (Name, phone number, email address)
- Cafe cut off point for receiving orders (eg. 2pm the day before)

Receive from LunchFox:

- Login details for Cafe Portal (Login and check details are correct)
- LunchFox window sticker
- Label Printer (Setup through LunchFox Dashboard)

With School/s:

- Agree on delivery requirements with school/s
(time, location, contact person etc)
- Share contact information - This will also be visible on your LunchFox dashboard
(phone numbers, email address, street address, contact person)
- Read over any relevant food/allergy policies the school provide you with

Communications:

- Display 'We are using LunchFox' post on your socials, or print and display in your café on _____

AND YOU'RE GOOD TO GO!

