

# Feeding a meeting has never been easier – wherever you are and wherever the meeting is.

Follow these best practices for meeting-food happiness! And call 1-800-488-1803 or email [support@ezcater.com](mailto:support@ezcater.com) for help from our catering Ninjas – real people, trained in catering. We love to help. They are available Monday through Friday, 7:00 a.m. to 11:00 p.m., Saturday, 8:00 a.m. to 8:00 p.m., and Sunday 7:00 a.m. to 11:00 p.m.



## Pro Tip!

### Handling food allergies

Allergies are everywhere! ezcater can help. Tell us, right in the order. We will alert the caterer. Also, read our menu descriptions for detailed info.

- 1 **First, enter the event date and time plus complete delivery address** (company name, street, city, state, and any suite/department/floor), before choosing a caterer. It's painful to discover at the bitter end that the caterer can't handle your specific location or time slot. Make sure you include specific delivery instructions, too.
- 2 **Caterers are humans, too.** Maximum notice means maximum chance of getting one of their limited driver slots. Caterers also have cut-off times. If you bump up to that, call ezcater and we'll try for an exception. Remember, you can order 24/7 up to one year in advance!
- 3 **Place all your future orders at once**, even if you're unsure of headcount or start time. That way you're on the caterers' books. Use our Modify and Cancel buttons when you know more. Your credit card isn't charged for any event until the day of the event.
- 4 **Need to cancel?** No problem. Cancel online (usually for free), or call us if it's last-minute. Caterers might charge for food they have already made, but we'll get you the smallest possible fee.
- 5 **Caterers usually have more availability on Mondays and Fridays.** Can those days work for you?
- 6 **Add the tip right online.** That way, you're sure you're covered for reimbursement. If you didn't like the service, tell us and we'll adjust it.
- 7 **How much should you tip?** Although tipping is optional, if the delivery fee is \$20 or less, the driver probably relies on tips – even \$5 or \$10 helps. If your order is large (think multiple treks to/from the street), far from the door, or last-minute (requiring a scramble), tip 15% or more, rather than a flat amount.
- 8 **Don't see a caterer you like?** Tell us. We'll work hard to get them on board. We love to help.

**Call 1-781-810-4861**  
or Email [esales@ezcater.com](mailto:esales@ezcater.com)



## Pro Tip! Leave a review

Reviews help determine a caterer's ranking on ezcater. Chances are you read the reviews before you choose caterers, so help the rest of the ezcater community with your reviews and rankings.

