

Dear Parents, Faculty and Staff,

I would like to welcome you and your family to Houston Academy. My Name is Bernardo De Faria, from **We Lunch It**. We are a catered lunch program that has partnered with Houston Academy to provide a nutritious lunch to the Students, Faculty and Staff. With the convenience of our secure website, you can place a lunch order, and have it delivered. We have been successfully and accurately catering lunches since 1998. Our team is dedicated to give you a personal customer service while delivering delicious, quality food from a variety of local restaurants straight to your hands.

To set up a new account go to www.welunchit.com and click (Register). We look forward to serving you and your family this school year. We are here to answer any questions you may have and encourage you to reach out with a phone call or an email.

Sincerely,

Bernardo De Faria
bdefaria@welunchit.com
334-714-0067

How to Place a Lunch Order

1. Go to www.welunchit.com
2. Login with your email address and password.
3. Click on the "Name tab" that you are ordering for.
4. Click "Order Now" on the day desired.
5. Enter the quantity of the preferred food item(s).
6. Press "Add to Cart".
7. Proceed to check out by pressing "Pay Now".

Please note: Lunch orders are created individually. Simply repeat steps 3 thru 7 for each person you are ordering for.

PRIVACY POLICY

At We Lunch It, we respect and are committed to protecting your privacy. We may collect personal identifiable information when you visit our site. We also automatically receive and record information on our server logs from your browser including your IP address, cookie information and the page(s) you visited while on our website. We will not sell your personal identifiable information to anyone.

SECURITY POLICY

Your payment and personal information is always safe. Our Secure Sockets Layer (SSL) software is the industry standard and among the best software available today for secure commerce transactions. It encrypts all of your personal information, including credit card numbers, name, and address, so that it cannot be read over the Internet.

FOOD ORDER & PAYMENT DEADLINE POLICY

All orders must be placed and paid by Friday 12:00 P.M. CST before the serving week. We accept all major Credit and Debit Cards.

EXCLUSIVITY

Any and all food delivered by the vendor on their day of delivery to the assigned school has to be ordered through the We Lunch It website only.

CREDIT POLICY

Credits are only given when an emergency closing of the school is issued. The school must notify We Lunch It as soon as possible, but not later than 7:00 A.M. CST. the day of closing.

VENDOR ERROR POLICY

If there is an error on the vendor's part by not having the food item ordered. A substitute item can be given (if available). A credit will be issued to the student's lunch account.

ABSENTEE POLICY

When a child is absent, no credits can be issue. However, the parent can either pick up the food item(s) or the food item(s) can be given to a sibling. The lunchroom director must be notified via text or by a phone call not later than 9:00 A.M. CST.

EXTRA FOOD POLICY

Any food item(s) not picked up ten minutes after the beginning of the last lunch period will be sold for \$1.00. All money collected will be given to the school daily as a donation.

CHANGE OR CANCEL ORDER POLICY

Orders can only be change or cancel for the upcoming week, any time before Friday at 12:00 P.M. CST.

LUNCHROOM DIRECTOR

Cindy De Faria – cdefaria@welunchit.com – 334-714-0068