

Dear Parents, Students, Faculty and Staff,

We would like to welcome you and your family to Covenant Preschool & Childcare. Our company is an online catered lunch program that has partnered with Covenant Preschool & Childcare to provide a Nutritious lunch to all students, faculty, and staff of your school. With the convenience of a secure website, lunch orders can be placed from a smartphone, tablet, or computer in just a few easy steps.

We have been successfully and accurately *Catering lunches Since 1998*. Our team is dedicated to give you a personal service while delivering delicious, quality food from a variety of local restaurants.

#### Key features

- Each day a different restaurant provides an 'a la carte menu
- Restaurants are rotated throughout the year to offer different options
- Orders can be placed daily, weekly, and up to a month in advance for your convenience
- Deadline for ordering lunches, make any changes to an existing order, or to cancel an order is 12:00 noon one business day prior to delivery
- No minimum order is required

We truly look forward to serving you and your family! We are here to answer any questions you may have and encourage you to reach out with a phone call or an email.

Kind Regards,

Bernardo De Faria  
334-714-0067  
[bdefaria@welunchit.com](mailto:bdefaria@welunchit.com)

We Lunch It is fast, easy, and convenient!

#### How to register a lunch account

- Go to [www.welunchit.com](http://www.welunchit.com)
- Click “Register” and follow the steps

#### How to place lunch orders

1. Go to [www.welunchit.com](http://www.welunchit.com)
2. Click “Order Now” then login with your email address and password
3. Click on the name tab of the person you are ordering for
4. Click “Place Order Now” for the day you wish to order
5. Click “Add to Cart” on the preferred food item, enter quantity then press OK
6. Click “Submit Order” after you are finished ordering for that day
7. Repeat steps 4 through 6 until you complete all your orders
8. To checkout press “Submit & Pay All Now”

Note: when multiple lunch accounts, repeat steps 3 through 6 on each account. When finished, checkout by pressing “Submit & Pay All Now.”

#### PRIVACY POLICY

At We Lunch It, we respect and are committed to protecting your privacy. We will not sell your personal identifiable information to anyone. 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.

#### SECURITY POLICY

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

#### SIMPLIFIED SELLERS USE TAX (SSUT)

The State of Alabama created the simplified sellers use tax program (SSUT) under Statute § 40-23-192. The SSUT program allows eligible sellers to collect, report and remit a flat eight percent (8%) sellers use tax on all sales from a marketplace facilitator. Seller collects the simplified sellers use tax on taxable transactions delivered into Alabama and the tax will be remitted on the customer's behalf to the Alabama Department of Revenue. Note: SSUT (8%) flat fee for marketplace facilitator SSU-R011193921 was approved for a starting date of November 1, 2021. Seller's program account number is SSU-R011193921.

#### FOOD ORDER & PAYMENT DEADLINE POLICY

Lunch orders must be placed and paid by 12:00 noon central time, one business day prior to delivery. Payments must be made with a debit or credit card.

#### DELIVERY & EXCLUSIVITY POLICY

All food delivered by the vendor on their day of delivery to the school must be ordered through the We Lunch It website only.

#### EMERGENCY CLOSING CREDIT POLICY

Credits are 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. central time the day of closing. This credit is automatically issued into the customers lunch account for the use of future orders.

#### YEAR END CREDIT POLICY

When the school year comes to an end, all credits on each lunch account are carried over to the next school year EXCEPT after completion of the 12th grade. The credit amount is automatically transferred to a sibling's lunch account. When there is no sibling, a refund will be issued by requesting an R1 form at [lunch@welunchit.com](mailto:lunch@welunchit.com) Note: a 5% of the amount refunded will be deducted due to merchant debit/credit card fees and handling fees that have already been paid on such amount.

#### VENDOR ERROR POLICY

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

#### ABSENTEE POLICY

Credits are not issued for absentees.

#### EXTRA FOOD POLICY

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

#### CHANGE OR CANCEL ORDER POLICY

Lunch orders can only be changed or canceled no later than 12:00 noon central time, one business day prior to delivery