

Lunch Order Instructions
Management Board Meeting
Date and Time: June 13, 2024 10:00 AM – 3:00 PM
Location: CBPO
[Meeting Webpage \(click here\)](#)

Lunch Order Instructions: All orders must be placed by 8 PM on Wednesday, June 12th.

- I. Click on the following website to place your order: <https://www.potbelly.com/order>
 - II. Select **Delivery** and enter the meeting location.
 - “Select your street address”. For this meeting, the location is: 1750 Forest Dr, Annapolis, MD 21401; Suite 130
 - **Delivery Instructions box**, copy/paste: **“Environmental Protection Agency: CBPO. Text or call 703-675-6325 when delivery arrives”**, (click, “Deliver here”)
 - III. Next page, in the top right corner, confirm “delivering to” AND “delivering from” addresses. If not “from” prepopulated, please select Annapolis Harbour Center.
 - scroll down to **“Select a date and time”**: click on “Schedule a delivery time”. Please select **June 13 at 12:00 PM**. Then click **“Continue to Menu”** at the bottom.
- **Make your selections** from the menu and create your “MY BAG” order. ***This vendor has a \$10.00 minimum on all delivery orders.***
 - When you first select an Item, it will prompt you to fill out “Special Instructions”. In both boxes, Fill in your **Full name, CBPO**

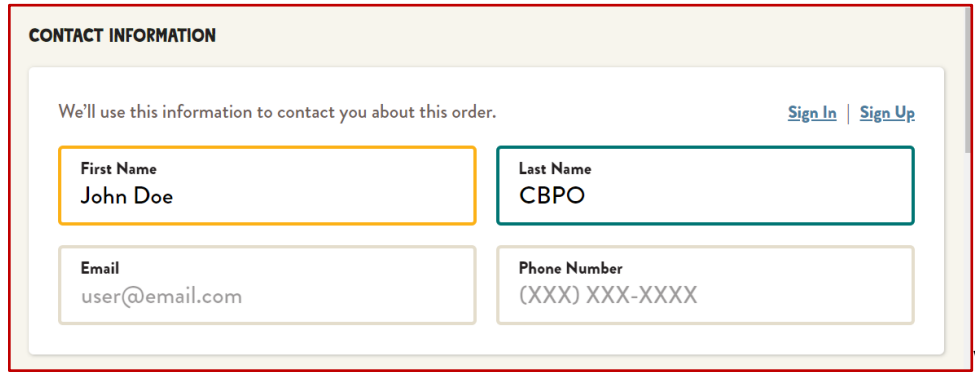
SPECIAL INSTRUCTIONS

Name
John Doe CBPO

Additional Notes
John Doe CBPO|

- Click **“Add to Bag”**
- When your order is complete, select **“Checkout”**
- Confirm your order details and scroll down to...

- **Contact information** – Fill in your **Full Name** in “First name” box and in “Last name” box, type in **CBPO**.



The screenshot shows a 'CONTACT INFORMATION' form. At the top, it says 'We'll use this information to contact you about this order.' with links for 'Sign In' and 'Sign Up'. Below this are four input fields arranged in a 2x2 grid. The 'First Name' field contains 'John Doe' and is highlighted with an orange border. The 'Last Name' field contains 'CBPO' and is highlighted with a teal border. The 'Email' field contains 'user@email.com'. The 'Phone Number' field contains '(XXX) XXX-XXXX'.

CONTACT INFORMATION	
We'll use this information to contact you about this order. Sign In Sign Up	
First Name John Doe	Last Name CBPO
Email user@email.com	Phone Number (XXX) XXX-XXXX

- IV. Payment - Scroll down and add your payment information where prompted.
- Kindly include a tip!
 - Review your order and select “Place My Order”