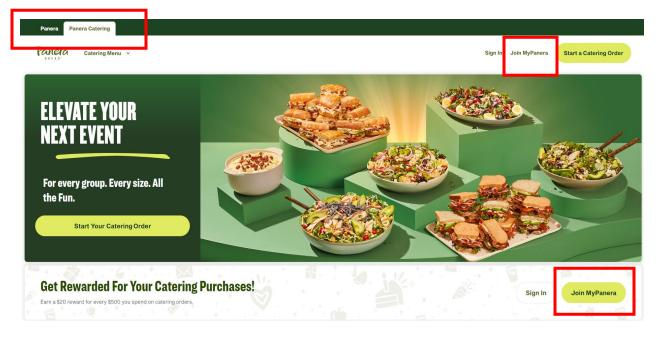


How to Make your Tax-Exempt Online Account

- To set up your MyPanera Catering account, please visit <u>https://catering.panerabread.com</u> and click on "Join My Panera." Use your work email as your login email.
- Make sure you are under **Catering Tab to be able to make your order tax exempt**. See Picture:



- Once Set up, contact our Panera Contact and she can make your account tax exempt. Brandi.boivin@panerabread.com or 585-480-6244.
- At check out, under total, there is a tax-exempt box. You must click and the taxes will fall off for you. Must do this for each order. See Picture below:

Nould you like to le	15%	20%		Subtotal	\$104.79
\$10.48	\$15.72	\$20.96	Other	Tax	\$0.00
Delivery Instruction	ns *			Delivery Fee	\$15.00
Thank you for your order. Be sure to input where to leave or set-up your order in the Delivery Instructions box. Lastly, please consider tipping your driver during checkout, as we cannot accept tips at time of delivery.				Tip	\$10.48
				Total \$130.27	
Smeal Business Building - Day of Contact - Brandi Boivin 585-480-6244				Our delivery fee is not a tip for your driver. Tipping your driver and cafe staff for great service is always appreciated.	
Special Instruction	S			1	Tax Exempt
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