

How to Make your Tax-Exempt Online Account

- To set up your MyPanera Catering account, please visit <https://catering.panerabread.com> 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:**

Would you like to leave a tip for your driver now?

10% \$10.48	15% \$15.72	20% \$20.96	Other
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Delivery Instructions *

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.

Smeal Business Building - Day of Contact - Brandi Boivin 585-480-6244

Special Instructions

Included In Your Order: Napkins, utensils, and plates for 20 people.

Go Green! I will use my own napkins, utensils and plates.

Subtotal	\$104.79
Tax	\$0.00
Delivery Fee	\$15.00
Tip	\$10.48
Total	\$130.27

Our delivery fee is not a tip for your driver. Tipping your driver and cafe staff for great service is always appreciated.

Tax Exempt