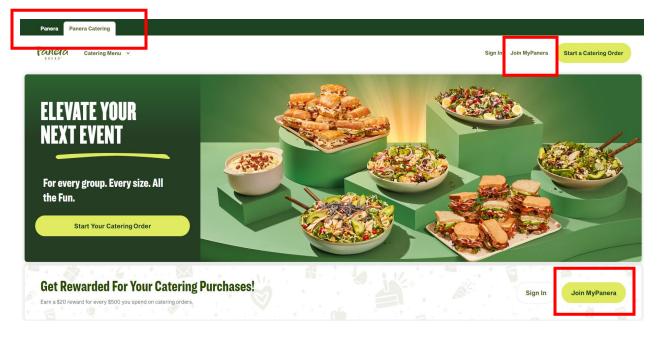


How to Make your Tax-Exempt Online Account

- 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 |
| | | sils, and plates for a plates and a plates a p | | | |