

Lunch Order Instructions
Management Board Meeting
Date and Time: November 7, 2024 10:00 AM – 4:00 PM
Location: CBPO
[Meeting Webpage \(click here\)](https://www.potbelly.com/order)

Lunch Order Instructions: All orders must be placed by 8 PM on Wednesday, November 6

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. Confirm the **Delivering From** address: **Annapolis Harbour Center**

IV. Under **Select A Date and Time**, please select **Schedule a Delivery Time**. The delivery should be set for **November 7 (11/7) at 12:00 PM**. Then click “**Continue to Menu**” at the bottom.

V. **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.

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"