A. The Chartwells Catering form is located under Place an Order on the Shopping Dashboard.
   Click on the form to open.

B. Complete form.
   1. Product Description: Type in a description of your event, or the items you intend to buy.
   2. Business Purpose: Indicate the Business Purpose of your purchase.
   3. Estimated Number of Attendees: If fewer than 10, type the names of attendees in the field provided.
   4. Click yes or no to indicate whether alcohol will be provided by supplier.
   5. If yes, indicate the estimated dollar amount for alcohol.
   6. Cater Trax Invoice Number: Enter the invoice number generated by Cater Trax.
   7. Amount: Enter the dollar amount indicated on the Cater Trax invoice.
C. Add and Go to Cart.
When the Form is complete, scroll to the upper right corner and select Add and go to cart. Click Go.

D. This will bring you to your UShop Shopping Cart.
Name the cart appropriately and Proceed to Checkout to complete order.