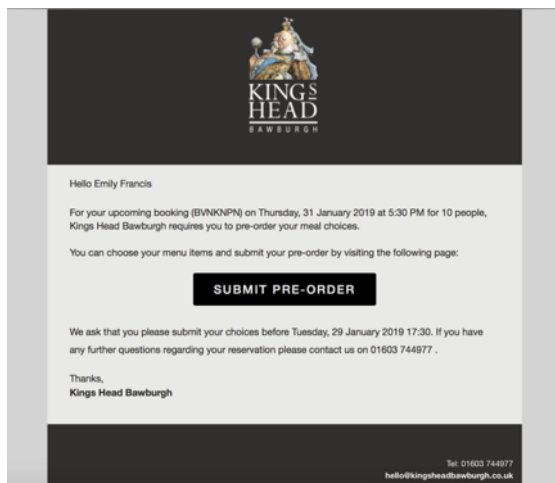


How to guide: Pre Orders



Once you've booked your party with us, if your guest numbers are over 10 people we will request a pre order to ensure the service for you and our other customers is as quick and smooth as possible.

Click on the 'submit your pre-order' button to begin

The image shows a web form titled "Adding Guests". The instructions are: "Please add the names of all your guests. Add their email addresses so guests can order themselves, or leave blank to manage separately." The form has two columns of input fields. The left column contains names: "YOUR NAME", "GUEST 1", "GUEST 2", "GUEST 3", "GUEST 4", "GUEST 5", "GUEST 6", "GUEST 7", and "GUEST 8". The right column contains email addresses: "email address (optional)", "email address (optional)", "email address (optional)", "email address (optional)", "guest4@hotmail.com", "guest5@hotmail.com", "guest6@hotmail.com", "guest7@hotmail.com", and "guest8@hotmail.com". At the bottom are "Cancel" and "Save" buttons.

Add the names of your guests in the left hand column

If you'd like them to complete the pre order themselves, enter their email address in the right hand column

If you are ordering for them, or they have told you their order then leave the right column blank

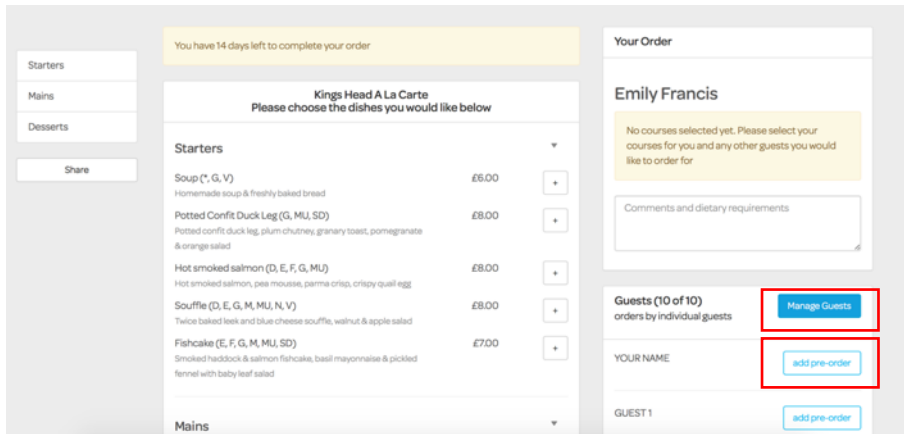
Press save

The image shows a "Manage Guests" screen. At the top, it says "Host" and lists "Emily Francis" with the email "francis-emily@hotmail.co.uk". Below that, it says "Guests (10 of 10)" and has an "Add Guests" link. The main area is a table with 10 rows, each representing a guest. The first row is for "YOUR NAME" and the others are "GUEST 1" through "GUEST 8". Each row has a "Manually send Pre-order link" button, a checkbox, a link icon, a paper plane icon, and a trash can icon. At the bottom, there is a blue box with white text: "If a guest does not have an email address you will need to send them a link to pre-order or order on their behalf" and a "Close" button.

This is your 'Manage Guests' screen

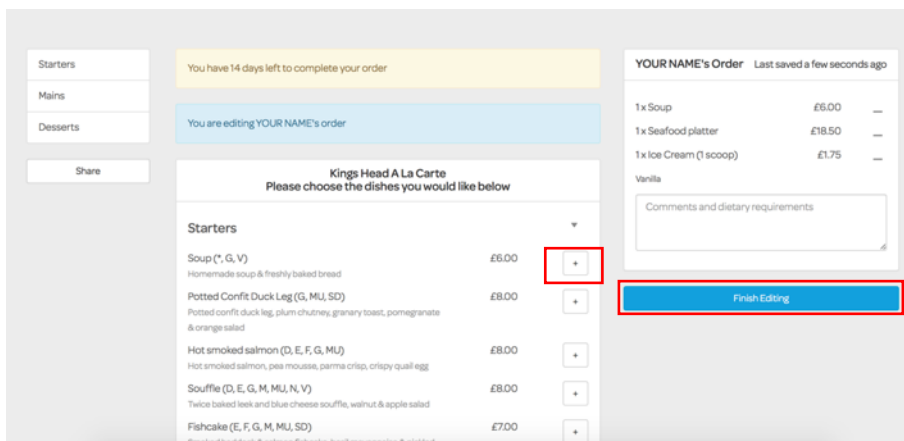
It is here that you can re send the booking link to your guests, delete them, or rename them

Simply close this page if you have no changes to make



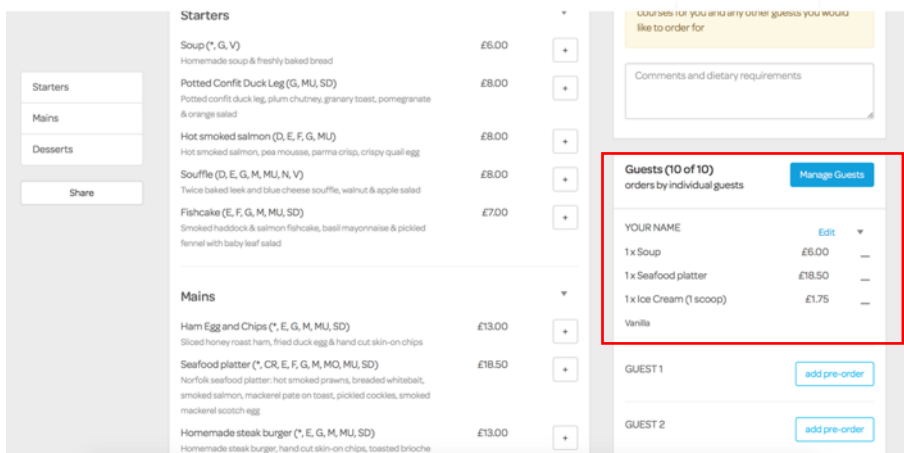
For your own pre order, select 'Add pre-order'

If you want to amend any guests once you have begun click 'manage guests'



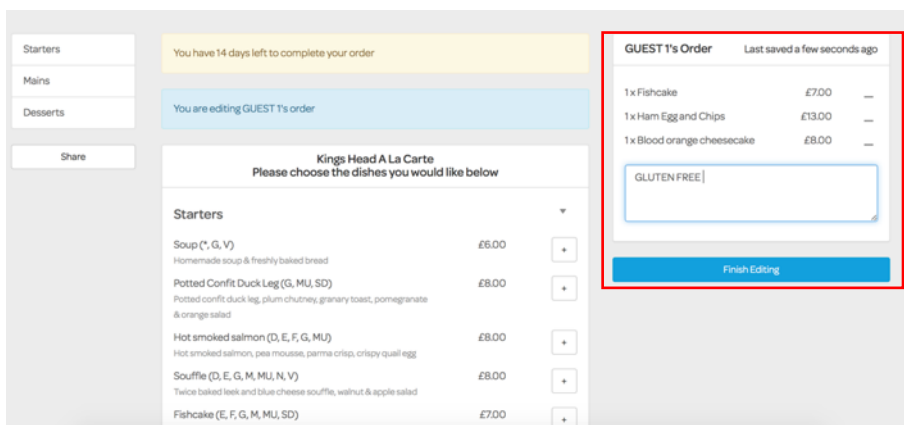
This is your personal order, select the relevant dishes from the courses you would like

Your order will come up on the right, click 'finish editing' when you've decided



You will see your order on the right hand side of the page

You can repeat the process above to add other orders of guests you have, for example other family members



You can add notes in this section of orders

For example any dietary requirements or preferences

You MUST also state here if you'd like a specific meal made GF if it has a * next to it

Desserts

- White chocolate & raspberry parfait (D, E, SD) £8.00
- Upside down pineapple cake (D, E, G, M, SD) £8.00
- Blood orange cheesecake (D, E, G, M, N, SD) £8.00
- Cheese board (2 cheeses) (PA) £8.00
- Cheese board (3 Cheese) (PA) £10.00
- Ice Cream (1 scoop) £1.75
- Ice Cream (2 Scoop) £3.50
- Ice Cream (3 Scoop) £5.00

Complete Order

Only when you have collected ALL pre orders from your party.... or they have complete theirs themselves (it will show you that they have)

Click the 'complete order' button

Complete Order

Are you sure you want to complete this pre-order? Once this is done neither you or your guests will be able to continue editing.

Complete Order

Once you have clicked this you can only amend your orders by calling us: 01603 744977

Thank you Emily Francis. Your Pre-Order has been sent to the restaurant

Booking Ref: BVNKNPN

Kings Head A La Carte

Date: January 31, 2019 | Name: Emily Francis | Covers: 10

Order Summary					
1	Soup	£6.00	2	Seafood platter	£18.50
1	Ice Cream (1 scoop)	£1.75	2	Fishcake	£7.00
	Vanilla		1	Ham Egg and Chips	£13.00
2	Blood orange cheesecake	£8.00	1	Souffle	£8.00
1	Upside down pineapple cake	£8.00	1	Spiced falafel burger	£13.00
					Total Cost £116.75

Your pre order will be sent directly to us

You will be provided with an order summary

KINGS HEAD BAWBURGH

Dear Emily Francis

Thank you for submitting your order for booking BVNKNPN on Thursday, 31 January 2019 at 5:30 PM. You can refer to your order at any time by clicking the link below.

VIEW PRE-ORDER

If you have any further questions regarding your reservation please contact us on 01603 744977 .

Thanks,
Kings Head Bawburgh

Tel: 01603 744977
hello@kingsheadbawburgh.co.uk
Harts Lane Bawburgh, Norwich, United Kingdom, NR9 3LS

You will receive an email confirmation which will allow you to view your pre order however you will not be able to amend it