

To place an order for a Classroom Celebration please follow the steps below.

1. Go to [www.aitcoffeeshop.com](http://www.aitcoffeeshop.com).
2. Select Online Orders. See example below.



3. Select the Classroom Celebration tab. (See example below)



4. Choose the items you want to purchase and select checkout.
5. From the checkout screen please complete form. **Make sure to include the school and teacher's name beside your first name and the date/time you want delivered.** See example below.

# The Parliament Coffee Shop @ Anderson Institute of T

YOUR DETAILS

Johnsmith@email.com

John (Robert Anderson Room 205)

Smith (September 23 2020 at 12:30)

+1 Un... 555-555-5555

By providing your phone number, you agree to receive text messages related to your order. Standard message rates may apply. Reply STOP to opt out of receiving any future text messages related to your order.

**Next**

ORDER SUMMARY

**Snacks (Delivered to Studen**

Variation: Gold Fish

Subtotal

In-store pickup

Taxes

**Order Total**

6. You will receive an email after the order is placed and one before the items are delivered.

Thank you for being our customer!