





## **Web to Fax Guidelines**

1. Delivery Service available through our South Portland location only. Limited delivery area. Please call store for specific service area and availability
2. Please fill out the order form in its entirety and fax to the location you wish to place your order with.
3. Where applicable please include items such as: Pasta, Dressing, or Sauce types and special requests so we may handle your order as efficiently as possible.
  - a. All Pasta Entrees come with your choice of a demi soup, house or ceasar salad at no additional charge. (Does not apply to catering options)
    - i. Caesar salads are served with anchovies unless specified.
4. Upon receipt of your order we will call or send a return fax to confirm and provide a total of your order. However, if you do not receive a phone call or return fax from us within fifteen minutes of your transmission, please contact us to confirm our receipt.
5. Please allow one-hour lead-time for all pick up orders and two hours for all delivery orders. We will make every attempt, but may not be able to honor all times requested. If this is the case we will inform you of the closest time available.
  - a. We accept orders up to 30 days in advance.
  - b. When placing larger orders, especially for lunchtime delivery, it is recommended that you place it at least 24 hours in advance (see catering menu for other prerequisites on certain items).
6. All orders subject to State of Maine Sales Tax.
7. All delivery orders are subject to a delivery fee and a gratuity (see current menu for details).
8. Tax-exempt customers must provide copy of their company tax exemption certificate and must be paid with either a company check or company credit card.

**Please review guidelines before placing any orders.**

**Ricetta's of Falmouth**  
**240 US Route One**  
**781-3100**  
**781-7090 (FAX)**

**Ricetta's of South Portland**  
**29 Western Avenue**  
**775-7400**  
**775-7906 (FAX)**