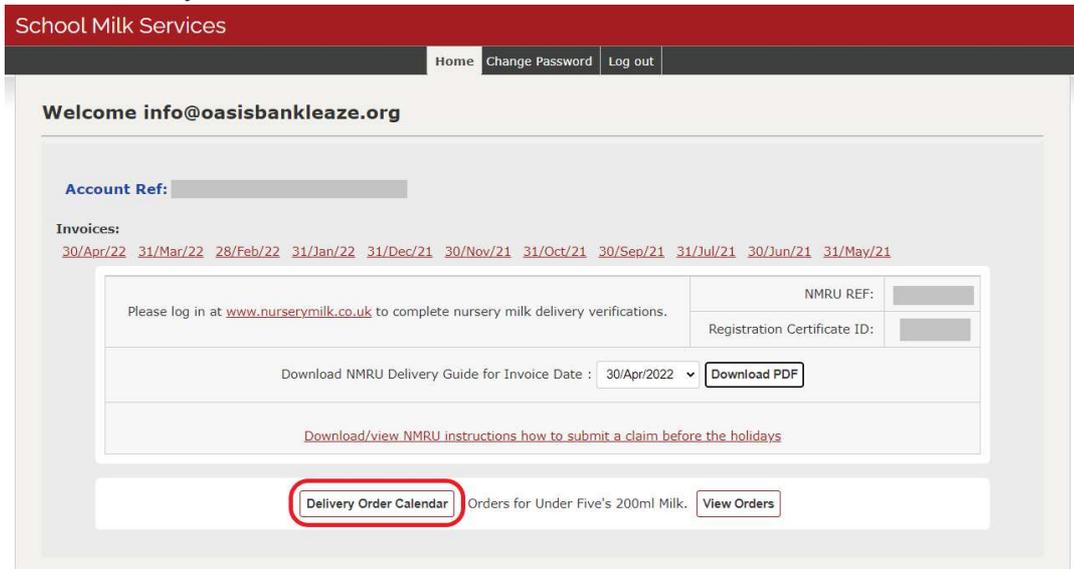


Ordering Milk for Under 5's

Each month, you must complete the Under 5's orders to ensure deliveries continue the following month. The deadline is usually around a week before the end of the month as we arrange deliveries a week before they are due.

To order your milk each month, follow the below instructions:

1. Log into your account at www.schoolmilkservices.co.uk/login
2. Go to 'Delivery Order Calendar'



3. Firstly, check you are on the correct month.
 - a. If you have the same amount each day for the month, use the option on the right to 'Change all delivery quantities in this month to:' – input the figure and click Change
 - b. If you have deliveries on bank holidays or through school holidays, click the green + to add in deliveries – you can see that these deliveries are automatically taken out (see the 1st – 3rd June)
 - c. To change a single day, click on the green 0 and change the number, select 'OK' and repeat this for every day of the month.
 - d. If you have an inset day, select the pink i for the relevant days
 - e. Ensure you have completed the full month, tick next to 'Tick and confirm to create an order' and then select 'confirm'

