Farm Order Fulfillment Checklist

A farm order fulfillment checklist for turning an online or phone order into a packed, labeled and shipped or picked-up product, so customers get the right items on time.

Farm / unit: _____ Date: _____ By: _____

ITEM	OK	FIX	N/A
Order received and confirmed	☐	☐	☐
Items picked from stock	☐	☐	☐
Quality checked	☐	☐	☐
Packaging chosen	☐	☐	☐
Labels applied	☐	☐	☐
Invoice or packing slip included	☐	☐	☐
Shipping or pickup arranged	☐	☐	☐
Customer notified	☐	☐	☐
Inventory updated	☐	☐	☐
Order closed out	☐	☐	☐

NOTES / REPAIRS NEEDED

TIP Pack in a clean area and follow your state food and shipping rules for each product.