Farm Online Order Fulfillment Checklist

A farm online order fulfillment checklist for staff who pick, pack, and ship web orders. It covers order review, packing, labels, and tracking so each order goes out right.

Farm / unit: _____ Date: _____ By: _____

ITEM	OK	FIX	N/A
Review new orders	☐	☐	☐
Check stock against orders	☐	☐	☐
Pick items per the packing list	☐	☐	☐
Check item quality	☐	☐	☐
Pack with proper insulation or padding	☐	☐	☐
Add invoice and thank-you note	☐	☐	☐
Print and attach shipping label	☐	☐	☐
Record tracking details	☐	☐	☐
Send customer shipping notice	☐	☐	☐

NOTES / REPAIRS NEEDED

TIP Pack orders on a fixed schedule and have a second person spot-check a few each day.

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