

Order Fulfillment Checklist

Use one repeatable process before handoff, at pickup or delivery, and at return so quantities, accessories, condition, and timing are documented.

COMPLETION CHECKLIST

- ☐ Inventory and quantities confirmed.
- ☐ Condition inspected and photographed before handoff.
- ☐ Included accessories confirmed.
- ☐ Customer instructions reviewed.
- ☐ Address/pickup location confirmed.
- ☐ Contact person confirmed.
- ☐ Access restrictions confirmed.
- ☐ Timing confirmed.
- ☐ Order marked ready in supported workflow.
- ☐ Handoff count/condition/time recorded.
- ☐ Return count/condition/time recorded.
- ☐ Exceptions escalated promptly.