

COOKIE ORDER

checklist



INQUIRY DETAILS

- ☐ Client name and contact info
- ☐ Event date + pick-up/ delivery date
- ☐ Cookie theme or inspiration
- ☐ Quantity requested (min. met?)
- ☐ Flavor selected
- ☐ Special requests (e.g. dietary)
- ☐ Amount of icing colors required
- ☐ Packaging preference
- ☐
- ☐
- ☐

POLICIES

- ☐ Deposit and/or payment policies
- ☐ Refund and Cancellation policy
- ☐ Pick-up/ delivery confirmed
- ☐ Client signed or acknowledgement
- ☐ All communication documented
- ☐ Policies visible on email and websites
- ☐
- ☐
- ☐

PRICING & APPROVAL

- ☐ Base price per cookie/ dozen
- ☐ Add-on pricing
- ☐ Packaging pricing
- ☐ Total price quoted
- ☐ Client approval
- ☐ Payment deadline communicated
- ☐ Payment received
- ☐
- ☐

FINAL PREP

- ☐ Supplies ordered
- ☐ Timeline blocked on calendar
- ☐ Pick-up reminder sent
- ☐ Visible pick-up area for client
- ☐ Delivery communication day of
- ☐
- ☐
- ☐