

Customer Order Fulfillment Checklist

Order Processing

- ☐ Verify customer and order details
- ☐ Check payment status
- ☐ Confirm product availability

Picking & Packing

- ☐ Pick the correct items
- ☐ Inspect products for quality
- ☐ Pack items securely
- ☐ Include invoice or packing slip

Shipping

- ☐ Label package with shipping details
- ☐ Arrange courier or transport
- ☐ Update tracking information

After Shipment

- ☐ Notify customer of shipment
- ☐ Update order status
- ☐ Archive order documentation

Additional Notes