CATERWOO / FREE OPERATING TOOL

Pickup and delivery checklist

PRINT + USE

Make the final ten minutes as clear as the order itself.

1 Handoff details

CUSTOMER / ORDER

READY TIME

PHONE

DESTINATION / PICKUP INSTRUCTIONS

2 Before it leaves

- [ ] Order name matches labels
- [ ] Item count verified
- [ ] Temperature checked
- [ ] Utensils and extras included
- [ ] Payment status confirmed
- [ ] Customer notified

3 Pickup

- [ ] Receiver name confirmed
- [ ] Order reviewed together

COLLECTED BY

COLLECTED AT

4 Delivery

- [ ] Driver has contact details
- [ ] Arrival window confirmed

DELIVERED TO

DELIVERED AT

EXCEPTIONS / PROOF OF HANDOFF