Order Shipping & Fulfillment Checklist

Customer Name: _____   Order Date: _____

Product Ordered: _____   Order Number: _____

Shipping Date _____   Tracking Number: _____

	Print packing slip and invoice for package and for your own records.
	Confirm shipping address, verify shipping carrier, calculate shipping cost & apply label to package.
	Perform last check that all items are secure and included in package.
	Select appropriate packaging, check packaging materials & include additional marketing materials/discounts/thank you gift.
	Pack item securely.
	Schedule carrier pickup or drop off at post office and print receipt for records.
	Update order status & mark fulfilled.
	Send order shipment confirmation & tracking number to customer.
	Monitor shipment progress.
	Follow up with customer after delivery