

# Delivery order checklist



## Confirm order details

Cross-verify the order details between POS and the delivery app.



## Assemble the order + quality check

Gather all items for the order and perform a quick quality check for each item as you go



## Add extras

Be sure to include condiments, napkins, cutlery, and straws as necessary.



## Verify and finalize order

Cross-check the packed order with order details again. Use a sharpie or pen to 'check' each item in the bag on the receipt.



## Seal the package

Securely seal the package for tamper-proof delivery.



## Hand-off to driver: confirm identity

Verify identity and order details. Go over the contents. Document time of hand-off in POS/DSP system as necessary.

