FolarraStudio

Order Pickup Log

prepare · call · collect

PRINTABLE · PICKUPS, ORDERS & NOTICES

This Log Belongs To

for bakeries, shops and order counters

BUSINESS NAME _____

OWNER _____

PHONE / EMAIL _____

SERVICE AREA _____

STARTED ON _____

How to use this log

- Print the whole planner once, then print extra copies of the pages you use most, such as the Pickup log and Order slips pages.
- Print at 100% / Actual size on A4 or US Letter paper. The printable pages have a white background to save ink.
- Hole-punch the pages and keep them in a binder, so you can add pages any time.
- Every page is undated, so you can start in any month of any year.
- Log each order with its pickup time and tick it off when the customer collects.
- Digital planner: open the hyperlinked PDF in any PDF annotation app and tap the tabs to jump between sections.

Our word for this year

Why good records matter

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tap a title in the digital planner to jump to it

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Order Pickup Log

ready and collected

ORDER	NAME	PHONE	PICKUP	PAID	READY	COLLECTED
				☐	☐	☐
				☐	☐	☐
				☐	☐	☐
				☐	☐	☐
				☐	☐	☐
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				☐	☐	☐
				☐	☐	☐

Order Slips

clip to each order

ORDER NO. _____

NAME & PHONE _____

ITEMS _____

PICKUP DATE & TIME _____

PAID / DUE _____

ORDER NO. _____

NAME & PHONE _____

ITEMS _____

PICKUP DATE & TIME _____

PAID / DUE _____

ORDER NO. _____

NAME & PHONE _____

ITEMS _____

PICKUP DATE & TIME _____

PAID / DUE _____

ORDER NO. _____

NAME & PHONE _____

ITEMS _____

PICKUP DATE & TIME _____

PAID / DUE _____

ORDER NO. _____

NAME & PHONE _____

ITEMS _____

PICKUP DATE & TIME _____

PAID / DUE _____

ORDER NO. _____

NAME & PHONE _____

ITEMS _____

PICKUP DATE & TIME _____

PAID / DUE _____

Today's Pickups

by time

DATE _____ STAFF _____

TIME	NAME	ITEMS	COLLECTED
			☐
			☐
			☐
			☐
			☐
			☐
			☐
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			☐
			☐
			☐

Uncollected Orders

follow up

DATE	ORDER	NAME	CALLED	OUTCOME
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	
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			☐	
			☐	

Weekly Pickup Planner

busy days ahead

WEEK OF _____ NOTES _____

TIME	MON	TUE	WED	THU	FRI	SAT	SUN
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
13:00							
14:00							
15:00							
16:00							
17:00							
18:00							
19:00							

Customer Notes

regular orders

NAME	PHONE	USUAL ORDER	NOTES

Notes



FolarraStudio

Thank you!

Thank you for choosing FolarraStudio. I hope this log makes everyday life a little calmer and more organized. If you enjoy it, tell a friend about folarrastudio.com.

Terms of use

- For personal use. You may print as many copies as you need for yourself and your family.
- Please do not resell or upload the files elsewhere. To share, send the link to folarrastudio.com.
- Colors may look slightly different on screen and on paper.
- Questions or ideas? Write to me through folarrastudio.com, I am happy to help.

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