Order handoff and fulfillment tracker

Know which orders need preparation, delivery or a reply.

Three steps

1. Use order references
2. Record the promised date
3. Review incomplete orders before accepting more commitments

A worked example

Order reference	ORD-103
Item	Printed set
Promised date	Dec 2
Status	Packed
Next action	Confirm pickup

Packed is not delivered; confirm pickup before marking complete.

Avoid storing customer payment details on shared sheets.

Order handoff and fulfillment tracker

Use one row per item or decision. Start with what you know.

Order reference	Item	Promised date	Status	Next action

My next action / when