



E-Commerce Order Fulfillment & Shipping Accuracy Checklist 2026

Order Receipt & Verification

Ensuring the digital order details match the physical order request and verifying payment status.

Order Date Received

Order Reference Number

Order Type

- ☐ Standard Shipping
- ☐ Express/Priority
- ☐ Subscription/Recurring
- ☐ Pre-Order

Verification Checkpoints Completed

- ☐ Payment Status Verified
- ☐ Customer Contact Info Validated
- ☐ Order Items Scanned
- ☐ Fraud Risk Assessment Performed

Total Item Count Ordered

Enter a number...

Verifier Signature

Picking Accuracy & Item Inspection

Verifying that all items selected from the warehouse match the SKU, quantity, and quality standards.

Items Scanned/Verified

- ☐ SKU Verified
- ☐ Quantity Verified
- ☐ Item Condition Inspected
- ☐ Expiry/Batch Match

Total Item Count

Enter a number...

Item Condition Status

- ☐ Perfect
- ☐ Damaged/Defective
- ☐ Packaging Compromised

Discrepancy Notes

Write something...

Picker Verification

Packaging & Protection

Confirming the use of appropriate box sizes, dunnage, and protective materials to prevent transit damage.

Packaging Material Used

- ☐ Corrugated Box
- ☐ Poly Mailer
- ☐ Bubble Mailer
- ☐ Reusable Padded Bag

Protective Materials Included

- ☐ Bubble Wrap
- ☐ Packing Paper
- ☐ Air Pillows
- ☐ Biodegradable Peanuts
- ☐ Tissue Paper

Quantity of Dunnage/Void Fill Used (grams/units)

Enter a number...

Photo of Packaged Item

 Upload File

Packaging Integrity Check

- ☐ Secure/Tamper-proof
- ☐ Needs Reinforcement

Labeling & Documentation

Checking that shipping labels, packing slips, and promotional inserts are correctly applied and included.

Packing Slip Included

- ☐ Yes
- ☐ No

Included Marketing Inserts

- ☐ Discount Coupon
- ☐ Thank You Note
- ☐ Product Care Guide
- ☐ Return Instructions

Shipping Label Tracking Number

Write something...

Date of Label Application

Enter date...

Packer Verification Signature

Weight & Dimension Verification

Measuring and weighing the final package to ensure-shipping cost accuracy and carrier compliance.

Package Weight (kg/lbs)

Enter a number...

Package Length (cm/in)

Enter a number...

Package Width (cm/in)

Enter a number...

Package Height (cm/in)

Enter a number...

Dimension Discrepancy Detected?

☐ No

☐ Yes

Verifier Signature

Final Quality Audit & Sealing

A final visual inspection of the sealed package for structural integrity and tape security.

Packaging Integrity Check

- ☐ Box/Mailer is free of dents or tears
- ☐ All seams are securely taped
- ☐ Internal padding/dunnage is sufficient
- ☐ Product is immobilized within the package

Seal Type Used

- ☐ Standard Packing Tape
- ☐ Water-Activated Tape
- ☐ Security Seal/Tamper-Evident Tape

Identified Defects/Issues

Write something...

Auditor Confirmation

Audit Completion Time

Enter time...

Manifesting & Carrier Handover

Updating the order status in the system and ensuring the package is scanned into the carrier's workflow.

Handover Date

Enter date...

Handover Time

Enter time...

Primary Carrier Used

- ☐ FedEx
- ☐ UPS
- ☐ USPS
- ☐ DHL
- ☐ Local Courier

Total Manifested Package Count

Enter a number...

Signed Manifest/Pickup Receipt

 Upload File

Warehouse Supervisor Signature

< Previous

> Next

✓ Finish

 **Generate Sample Report**