



# Flower Shop Corporate Gift Order Checklist

## Order Intake & Details

Capturing initial order information and client specifications.

### Order Number

Enter a number...

### Client Type

New Client

Existing Client

### Client Contact Name

Write something...

### Client Phone Number

Write something...

### **Client Email Address**

Write something...

### **Order Date**

Enter date...

### **Delivery/Pickup Date**

Enter date...

### **Special Instructions**

Write something...

## **Design & Proposal**

Creating and finalizing the arrangement design and presentation of a quote.

### **Client Company Name**

Write something...

### **Specific Design Requests/Preferences**

Write something...

### Budget Allocation (USD)

Enter a number...

### Preferred Color Palette

- Warm Tones (Red, Orange, Yellow)
- Cool Tones (Blue, Green, Purple)
- Neutral Tones (White, Cream, Beige)
- Mixed/Surprise Me

### Flower Types to Consider

- Roses
- Lilies
- Carnations
- Orchids
- Hydrangeas

### Inspiration Images (Optional)

 Upload File

## Flower & Material Sourcing

Procuring necessary flowers, greenery, and accessories.

### Roses (Quantity)

Enter a number...

### Lilies (Stems)

Enter a number...

### Rose Color

- Red
- Pink
- White
- Yellow
- Orange

### Greenery Types

- Eucalyptus
- Leatherleaf
- Fern
- Salal

### Delivery Date Required

Enter date...

### Floral Foam Blocks

Enter a number...

## Arrangement Creation

Constructing the floral arrangement according to the approved design.

### **Design Notes/Instructions**

Write something...

### **Number of Stems - Focal Flower**

Enter a number...

### **Number of Stems - Secondary Flower**

Enter a number...

### **Quantity of Greenery**

Enter a number...

### **Vase Style (if applicable)**

- Ceramic
- Glass
- Metal
- None - Hand-tied

### **Special Ribbons or Embellishments?**

Write something...

### Color Palette

- Warm Tones
- Cool Tones
- Monochromatic
- Bicolor

## Quality Check & Packaging

Ensuring the arrangement meets quality standards and preparing for delivery or pickup.

### Arrangement Style Adherence

- Perfectly Matches Design
- Minor Variation
- Significant Deviation

### Stem Count Verification

Enter a number...


### Damage Inspection

- No Damage
- Minor Bruising
- Broken Stem
- Wilting

### Color Accuracy

- Colors Accurate
- Slight Color Variation
- Significant Color Difference

## Photo Documentation

 Upload File

## Packaging Material

Write something...

# Delivery/Pickup Logistics

Scheduling and confirming delivery details or coordinating client pickup.

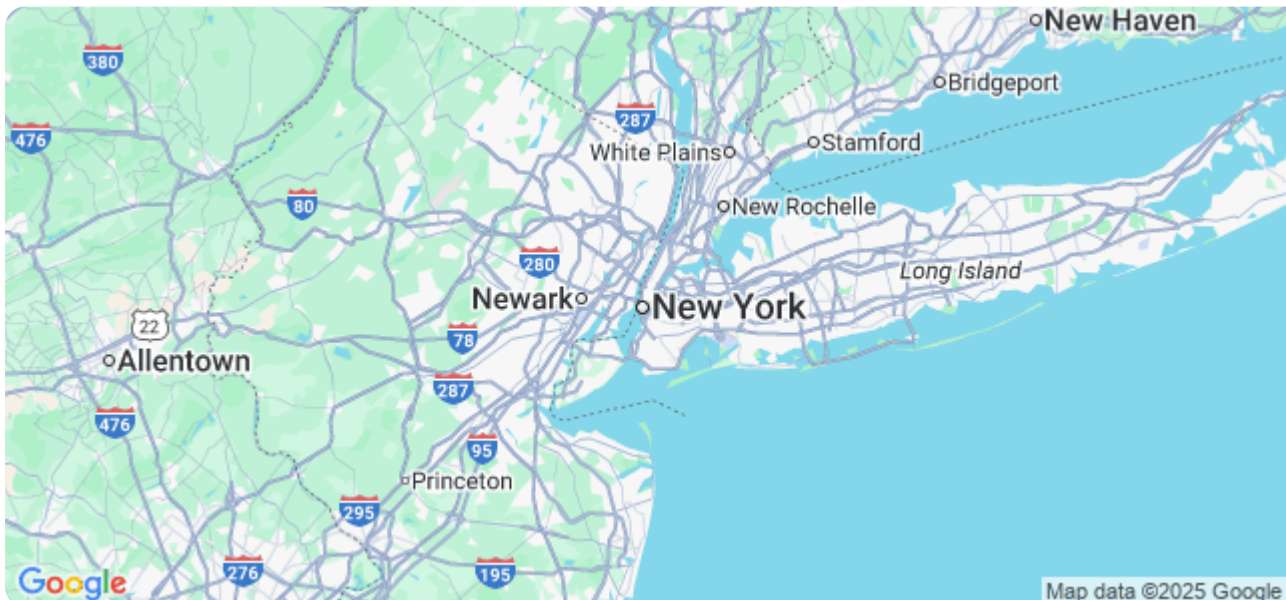
## Delivery/Pickup Date

Enter date...

## Delivery/Pickup Time

## Delivery Address/Pickup Location

 [Set My Current Location](#)



### Delivery Method

- In-House Delivery
- Third-Party Delivery Service

### Order Weight (lbs/kg)

Enter a number...

### Delivery Instructions

Write something...

### Contact Person at Delivery Location

- Receptionist
- Office Manager
- Specific Employee

## Invoice & Payment

Generating the invoice and processing payment from the corporate client.

### Invoice Number

Enter a number...

### Invoice Date

Enter date...

**Subtotal**

Enter a number...

**Tax Amount**

Enter a number...

**Discount Amount**

Enter a number...

**Total Amount Due**

Enter a number...

**Payment Method**

- Check
- Credit Card
- Bank Transfer
- Online Payment

**Payment Instructions (if applicable)**

Write something...

## Client Feedback & Follow-up

Collecting feedback on the arrangement and confirming satisfaction; Follow-up for repeat business.

### Overall Satisfaction (1-5)

Enter a number...

### Did the arrangement meet expectations?

- Yes
- No
- Partially

### Please provide any additional comments or suggestions:

Write something...

### Date of Feedback Received

Enter date...

### Would you order again?

- Yes
- No
- Maybe

### Which aspects did you appreciate most?

- Freshness of Flowers
- Design/Presentation
- Timeliness of Delivery
- Customer Service
- Value for Money