

Takeaway packing checklist

Use the receipt as your reference. Agree who is responsible for the final check.

Restaurant / station

Date / shift

- ☐ **Keep each order separate**
Match the order number and collection method. Keep the receipt, bags and items for one order together.
- ☐ **Check every item and quantity**
Check items, quantities and requested changes against the receipt before contents are hidden.
- ☐ **Check drinks and extras separately**
Count drinks, dips and requested extras separately. Include items prepared at other stations.
- ☐ **Make orders with multiple bags obvious**
Bring all bags and drinks together. Make the number of parts and any outstanding items clear.
- ☐ **Restart the check after an interruption**
After a pause or staff handover, identify outstanding items and check the assembled order again.
- ☐ **Match the order number and every part at collection**
Confirm the order number and check that every bag and drink leaves with the right collection.

When the routine breaks down

Note where an order was split or interrupted. Agree a change and test the routine again with your team.

Adapt this sheet to your menu and existing routines.