

# Curbside Pickup Checklist

## Pickup Instructions

- ☐ Use Local Line's Custom Checkout Message feature to include pickup instructions upon checkout
- ☐ Have pickup instructions (including relevant contact info) in your confirmation emails
- ☐ Include pickup instructions (and updates!) in your weekly automated catalog emails or newsletter
- ☐ Share pickup instructions on social media the day of pickup(s)

## Pickup Prep

- ☐ Export your orders for pickup day (and by location, if applicable)
- ☐ Sort orders by customer name, and designate 1 box/bag per each customer
- ☐ Alphabetize orders for easy retrieval
- ☐ Encourage online pre-payment for a smoother pickup process (consider adding a small pickup fee)

## Pickup Day

- ☐ Have a designated pickup section in your parking lot or on-farm
- ☐ Pickup signage with instructions (sandwich board or poster)
- ☐ Sort customer pickup windows by last name (A-M, N-Z for example)
- ☐ Have orders on tables, alphabetized by last name
- ☐ Have customers place a piece of paper with their last name on their dashboard



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