

Delivery — Made Easy

Client/POC — Date

Shadow/Helper

Photos First

- ☐ Food with lids off (if possible) + plates/utensils/napkins/chafers shown
- ☐ Uploaded to Big Spoon Pics/Feedback before leaving

Quick Walkthrough with POC

- ☐ Confirmed where food vs. drinks go (rooms/areas noted)
- ☐ Relayed any special instructions for items needing to be built by client

Packing Notes

- ☐ Anything that looked off so the team can fix it next time

Gear Check

- ☐ Had everything needed (list what was short if anything)

Emergency Items

- ☐ Used emergency items logged (item + qty for chargeback)

Road Bumps

- ☐ Mention long walks, multiple rooms, extra coffee/drink prep, etc. (so we can plan for next time)
- ☐ Anything that slowed setup or needed extra hands

Extended Time / Charge Client

- ☐ Stayed past scheduled window
- ☐ Extra minutes/hours documented for billing
- ☐ Reason captured (client request, late access, added setup, etc.)

Client Happiness & Tips

- ☐ Client/POC happy noted (any comments)
- ☐ Tip recorded (amount & method) • Cash placed in tip box if applicable

Mileage & Reimbursements (only if you drove your own vehicle)

- ☐ Personal vehicle used; round-trip miles tracked
- ☐ Parking/tolls saved (receipts if needed)

 **Hold this info**—don't send now. **Wait until Julia asks on the Monday before payroll**, then post to **Mileage & Reimbursements** WhatsApp using this format:

Smith, 10/6, 20 miles

Jones, 10/7, 5 miles, Parking \$5

Total miles: 25

Reimbursement: \$5

Pro Moves

- Snap pics before you leave—future you will thank you.
- Log emergency items & extra time so we can bill accurately.
- Keep it short, and clear 🙌🙌