Cake Order Intake & Design Approval

Norie's Cake Atelier · norieskitchen.co.ke · Kenyan Bakers Hub

One form per order. Policy fields are blank so you write terms you actually honour.

1. Bakery & order reference

Bakery name	*Your trading name*
Order reference	*Your own code*
Date taken	*DD/MM/YYYY*
Taken by	*Initials*
Order channel	*WhatsApp / call / walk-in / other*

2. Client

Client full name	
Phone (WhatsApp)	
Email (optional)	
Event date / time	*DD/MM/YYYY · window*
Event type	*Birthday / wedding / corporate / other*
Venue / delivery area	*Area name — not a delivery promise*
Collection or delivery	*Circle: Collection / Delivery*

3. Cake specification

Flavour(s)	
Fillings / frosting	
Shape & tiers	*e.g. single 8-inch / two-tier*
Size / servings target	*Confirm portion guide with client*
Colour palette / style	
Inscription (exact spelling)	
Topper / extras	*Client-supplied or bakery-supplied*

4. Design approval

Approval accepts the written brief — not unlimited redesign.

Design reference	*Sketch ID / photo / description*
Client approves design?	*Yes / No — date _____*
Client name / signature	
Baker confirmation	*Name + date*

5. Allergen & dietary disclosure (prompt — not medical advice)

Record what the client tells you. This does not guarantee an allergen-free kitchen, does not replace medical advice, and does not certify cross-contact controls.

Allergies disclosed	*Nuts, dairy, gluten, eggs… or None stated*
Other dietary notes	*Halal preference, colouring constraints, etc.*
Client confirms disclosure complete?	*Yes / No — date _____*

If your kitchen handles common allergens, say so clearly before accepting the order.

6. Money summary (not a tax invoice)

KES working summary only. Use the Quotation template for client-facing figures. Not an eTIMS tax invoice.

Quoted total (KES)	
Deposit requested (KES)	*Your policy — do not copy another bakery's terms*
Deposit received (KES) / date	
Balance due (KES)	
Payment method noted	*Insert your own details when ready*

7. Your business policies (fill with YOUR terms)

Do not import another bakery's deposit, rush or cancellation rules as a default.

Lead time / cut-off	*Your wording*
Deposit & balance rules	*Your wording*
Change / cancellation rules	*Your wording*
Delivery / collection rules	*Your wording*

8. Internal checklist

Suggested steps: brief complete · design approved · deposit recorded · ingredients reserved · bake scheduled · packed.

Step	Done (Y/N)	Initials	Date

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