

BUSINESS REPORT

Subject: Cake Pickup Orders for 11/11/24 - 11/18/24

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Date: 11/10/24

Purpose

The report provides a detailed overview of all cake orders scheduled for pickup between 11/11/24 and 11/18/24. The report will assist the bakery staff in organizing order pickups and preparing cakes accordingly, ensuring timely service and customer satisfaction.

Fields

The following fields are included in the **Cake Pickup Orders for 11/11/24 - 11/18/24** report:

- Order ID: The unique identifier for each order.
- Customer Name: The full name of the customer who placed the order.
- Customer Type: Retail or Business.
- Cake Type: The type of cake the customer ordered.
- Order Amount: The total cost of the order, including taxes or discounts.
- Order Date: The date the order was placed.
- Pickup Date: The scheduled date for order pickup.
- Order Status: Indicates whether the order is “Pending”, “Ready for Pickup”, or “Completed.”

Conclusion

The **Cake Pickup Orders for 11/11/24 - 11/18/24** report aids the bakery in streamlining order processing, ensuring cakes are ready for timely pickups, and helping with capacity planning. By examining the details of each order, including the cake type ordered and order status, Emily Bakes Cakes can ensure that all orders are prepared promptly for the customer's scheduled pickup. The cake type ordered helps the bakery plan the necessary ingredients and baking times for each order. The order status indicates any issues with specific orders that need to be resolved before the pickup date. Popular cakes can be prioritized based on this report, aiding in customer management and marketing.