MANYMADESTUDIO

Custom cake order form

A free, printable order form for keeping the details of one custom cake request together before you confirm it. Use it as a manual planning aid, then move confirmed orders into your own workflow.

Use this for One inquiry or confirmed custom cake order. Keep a completed form with your order notes so the details do not disappear into a message thread.	**Keep it private** This is a printable planning aid. You control where completed forms live and what information you record. Check your local requirements before accepting food orders.

PART 1

Customer and event details

CUSTOMER NAME _____	**BEST PHONE OR EMAIL** _____
EVENT DATE _____	**PICKUP DATE AND TIME** _____
PICKUP OR DELIVERY LOCATION _____	**HOW DID THEY FIND YOU?** _____

PART 2

What is the cake?

CAKE FLAVOR _____	**FILLING / FROSTING** _____	**SERVINGS / SIZE** _____
DESIGN / COLOR DIRECTION _____ _____	**MESSAGE ON CAKE** _____ _____	**REFERENCE PHOTO OR LINK** _____ _____
ALLERGEN AND INGREDIENT NOTES _____ _____	**PACKAGING / TOPPER NOTES** _____ _____	**WHAT NEEDS CLARIFICATION?** _____ _____

PART 3

Quote and confirmation

ITEM	QUANTITY	PRICE	NOTES

QUOTED TOTAL	DEPOSIT DUE	BALANCE DUE
_____	_____	_____

Before you mark this order confirmed: Write the agreed price, payment rule, pickup time, and any design decisions that matter. This form helps you remember the conversation; it does not replace the customer communication or policies you choose for your bakery.

PART 4

Production, payment, and pickup

ORDER STATUS	DEPOSIT RECEIVED DATE	BALANCE RECEIVED DATE
_____	_____	_____
BAKE / PREP DATE	**DECORATE / PACK DATE**	**PICKUP CONFIRMED**
_____	_____	_____

PART 5

A calm final check

CHECK	NOTES / INITIALS
■ Flavor, serving size, and design agreed	
■ Pickup details and payment rule confirmed	
■ Production tasks scheduled	
■ Cake packed and pickup completed	

When one order becomes many:
The Bakery Order Tracker puts customer details, payment status, due dates, and pickup notes into one editable Excel or Google Sheets workflow. Find it at etsy.com/shop/ManyMadeStudio.