

Managing Orders with Google Forms

- Google forms is a great tool to use for collecting and organizing your orders. (It is free and included with any Gmail address, just log into your email and go to forms.google.com)
- Google Forms allows you to create a questionnaire with a unique link that you can share via social media and email.
- Once your customers have filled out the form, you will automatically receive the responses (you can even have your responses automatically compiled into a spreadsheet).

Here is a great article on how to use the Google Forms feature.

<https://www.howtogeek.com/434570/the-beginners-guide-to-google-forms/>

Things to include in your form:

-Description of the event and pertinent info

- Ordering cut off date
- Pick up Location
- Pick up Date and Time
- Email collection box (for confirmation email)

Sample Language:

Bakers Against Racism Order Form

On June 20th, I will be participating in a bake sale with Bakers Against Racism! I will be donating (enter percentage)% of the proceeds to benefit (insert charity name here with description and link).

*(When should the orders be placed by)

** (Pickup location)

*** (Pickup date and time)

-Name Collection (for the name on the order at pick up)

-Product Order (s) , create one for each product you are selling. Include:

- Name of product (ie, chocolate chip cookies, cupcake, brownie)
- Description of product. (Here is a good place to mention quantities and allergens.)
- Create a multiple choice box if you are allowing more than one per order

-Donation box

-“If you would like to further donate to (insert organization here) feel free to leave a donation below.”

-Comment box

-“If you have any further questions or comments, please leave one below.”

-Thank You box

Sample Language:

”Thank you for your support! To complete your order, please send payment via (insert payment collection app) to (insert info here). Once received, I will send you a confirmation email and will get working on your order!

For more information about (insert charity name here), please visit (insert charity website here)”

Remember to:

-Share in your form how you are receiving payment

-Send confirmation emails once payment has been received. Confirmation email should include:

-A statement of thanks

-Confirmation of what they ordered and quantity

-Pick up date, time and location

-Info on the charity you have chosen

-Any other relevant info needed for pick up (ie, your order will be in a bag with your name on it, please ring the doorbell, please wear a mask, etc.)

-Delete your form when you are sold out!

-If anyone orders AFTER you have sold out (but before your form is offline), make sure to respond quickly to let them know that their order cannot be filled.