

BONUS • PRINTABLE

Packing Day Run Sheet

*Station-by-station checklist***Done when**

All envelopes out in one session

Fill this in

- ☐ Export the member list and count
- ☐ Print labels and check addresses
- ☐ Set up stations: sheets, extras, seal, label
- ☐ Batch: 25 envelopes at a time
- ☐ QC pass every batch (5-point check)
- ☐ Weigh one finished envelope
- ☐ Bag by postage band
- ☐ Drop off / arrange collection
- ☐ Mark shipped in the platform
- ☐ Post one photo of the drop

How to use it

Work in batches of 25 — it's the size that keeps quality up and hands moving.

Notes