[Bakery name] cake order form

Fill in one form per cake. We confirm every order, the price and the deposit with you before we start. Return it to [the counter, email address or phone number].

Before you order

We need at least [7] days' notice for most cakes and [14] days for tiered cakes.

Your date is held once we confirm the order and your deposit of [half the total] is in.

Cakes are made in [a home kitchen or our bakery]. Read the allergy section before you order.

1. About you

Your name

Best phone number

Email (for your order confirmation)

2. Your event

What is the cake for? (birthday, wedding, office party, other)

Date of the event

Pickup or delivery? [ ] Pickup at [address] [ ] Delivery (we deliver within [area] for [fee])

Pickup or delivery date and time

Delivery address (only if you picked delivery)

3. Size and servings

Pick one. Servings and prices are our guide for this menu; we confirm the final price with you.

Pick one	Size	Serves about	Price
[ ]	6-inch round		$
[ ]	8-inch round		$
[ ]	10-inch round		$
[ ]	Two-tier		$

Pick one	Size	Serves about	Price
[ ]	Quarter sheet		$
[ ]	Half sheet		$
[ ]	Cupcakes (dozen)		$

How many people are you feeding? (if you are not sure which size fits)

For cupcakes: how many dozen?

4. Flavor and design

Cake flavor: [ ] Vanilla [ ] Chocolate [ ] Lemon [ ] Red velvet [ ] Carrot [ ] Other: _____

Filling and frosting (for example: buttercream, chocolate ganache)

Colors

Writing on the cake (spell names exactly as you want them)

Design notes: theme, decorations, toppers, anything you have in mind

Inspiration photo: [ ] I will email or text a photo to [email or phone], with my name in the message [ ] I will show you when we talk [ ] No photo, surprise me

5. Allergies

Does anyone eating this cake have a food allergy? Tell us what it is.

Our kitchen uses [milk, eggs, wheat, soy, tree nuts, peanuts]. Ask us for the ingredient list of any cake before you order.

6. Price and deposit

Order total: $_____ Deposit (due to confirm the order): $_____

Balance (due at [pickup or delivery]): $_____ Paid by: [ ] Card [ ] Cash [ ] Bank transfer

Changes and cancellations: [write your own policy, for example: free changes up to 7 days before pickup; the deposit is kept if you cancel with less than 7 days' notice].

7. Sign and date

Your signature and today's date

For bakery use

Order taken on: _____ By: _____ Confirmed with customer on: _____

Deposit received: $_____ on _____ Balance due: $_____

Prep by: _____ Pickup or delivery: _____

Copy into the order and prep tracker: order date, customer, pickup date, size, flavor, order total, deposit paid and status.

For the baker

Read this before you hand the form out.

- Fill in every [square bracket]: your bakery name, where the form goes, your notice period, your deposit and where you deliver.
- Fill the size table with your own servings guide and prices. Delete sizes you do not make, and rename the rest to match your menu and the tracker's Lists tab.
- Write your notice period in the box at the top and stick to it. If a holiday rush means you stop taking orders on a set date, write that date on the form too.
- Confirm each order back to the customer: the date, the size, the design and the price. Then ask for the deposit.
- Write down every allergy answer and read it again before you bake. Tell customers plainly what your kitchen uses. Do not promise a cake free of an allergen unless you can keep that promise.
- Selling food you make at home has its own rules in each state, and some cities and counties add their own. Some states limit which fillings and frostings you can use, and some ask for a label with the ingredients. Check your state's cottage food rules before you sell. This form is not legal advice.
- Log each paper order in the order and prep tracker the same day, so your bake list and the money owed stay in one place.

The words that match the tracker

Sizes: 6-inch round, 8-inch round, 10-inch round, Two-tier, Quarter sheet, Half sheet, Cupcakes (dozen). Flavors: Vanilla, Chocolate, Lemon, Red velvet, Carrot, Other. If you rename one here, rename it on the tracker's Lists tab too.

Want to take cake orders online? The post at hornetforms.com/blog/cake-order-form shows how to turn these questions into a form with photo uploads, a price that adds up as people choose, and a deposit paid on Stripe's Checkout page.