**Order Taking-**

1. If the order is for later that day, it needs to be communicated to the Team working during that time.
2. If it is for the next day, it needs to be communicated in the DMR to the people working that shift the next day.
3. If it is further in the future, it needs to be communicated on a Calendar, and then also communicated when necessary.

**Communication-**

1. Every evening the Closing Manager should be checking for timed orders in order to communicate to the openers if there will be a timed order over the next week so that we can order and prep enough for the order.
2. Every morning the Opening Manager should be checking for timed orders to make sure that the closer did not miss one, or to make sure one was not placed while we were closed.
3. Each shift change should include communication on Timed Orders

**Execution-**

1. The order needs to be prepared in order to come out of the oven just before the order is due (adding time for bagging and delivery if applicable).
2. This time can be calculated by taking the time off your ovens and adding 1 minute for each set of items going through after the first set of items.
3. The amount of items you can load at one time constitutes a set. (i.e. 2 items per oven in most ovens)