Turn Rewards Into a Plan

Reconcile the confirmed offer and quantities before placing production commitments.

Product / version / date

Plan owner

Reward / quantity	Version / options	Contents / destination

Assign the Next Work and Approval

Task / owner	Predecessor / evidence	Expected finish / issue

Available funds / deposit or payment issue to resolve

Approve Samples and Shipment

An empty result field means that the check has not been completed.

Sample / version / date

Approval owner

Requirements checked / observed result / photo or test record

Issue / correction owner / retest result

Packaging fit, protection, contents, and first-use checks

Boxed dimensions / weight

Quantity / origin

Inspection decision / approval name / date

Checks or approvals still open

Prepare Delivery and Updates

Assign each logistics handoff and report confirmed milestones clearly.

Destination mix / fulfillment method / quote source

Freight / customs / receiving / storage / pick-pack / delivery responsibilities

Charges included / excluded and required documents

Handoff owner / tracking / delivery update plan

Backer Update

Completed milestone and evidence / photo

What changed / action and owner / next milestone

Next update date

Confirmed date or estimate?