How to Plan Weekly Office Fruit Baskets for Your Team

Getting the quantity right for your workplace

Ordering fruit for an office sounds simple, but the amount that works on Monday can leave you with too little by Thursday or a glut that turns soft before anyone gets to it. The key is matching the order to your team's size, the days they are in, and the kind of fruit that keeps well. A little planning upfront saves waste and keeps the baskets looking fresh all week.

Start with the number of people who actually eat it

The first step is to count who is likely to take fruit, not the total headcount on the payroll. In many offices, a portion of the team works remotely some days, and not everyone eats from the shared basket. A reasonable rule of thumb is to plan for about sixty to seventy percent of the people present on a given day. If your office has twenty people at their desks on a typical Tuesday, aim for twelve to fourteen portions per delivery. This avoids ordering for empty chairs and leaves enough for everyone who wants a piece.

Watch out for the temptation to round up too far. Ordering for the full team when a quarter of them are rarely in the building leads to leftover fruit that needs to be taken home or thrown away. It is better to start slightly low and adjust upward after a couple of weeks. Most suppliers allow order changes between deliveries, so you can fine-tune once you see what actually gets eaten.

Count the days between deliveries

Weekly office fruit baskets usually arrive on a fixed day, say Monday or Tuesday. The fruit then sits in the kitchen or break room until the next delivery comes. That means the order has to cover five or six days, depending on your delivery schedule. A team that works four days a week needs less fruit per delivery than a team that works five, even if the headcount is the same. Factor in bank holidays too. If a delivery is delayed by a day, the fruit from the previous week has to last longer, which can leave you with empty baskets or fruit past its best.

The simplest fix is to match the delivery frequency to the office pattern. For a standard Monday-to-Friday office, a weekly delivery works well. For a team that works compressed hours or has many part-timers, a delivery every ten days might suit better. Check with your supplier whether they offer different intervals. The goal is to have fresh fruit arrive shortly before the old stock runs out, not to have a backlog sitting in the fridge.

Think about what fruit keeps well

Not all fruit survives a week in an office environment. Apples, oranges, and satsumas hold up well because they have firm skins and do not bruise easily. Bananas, pears, and soft berries ripen quickly and can become unappealing by Wednesday. If your team eats bananas fast, they are fine. If the basket tends to sit untouched for a couple of days, choose sturdier options. A mix of hardy fruit and a smaller amount of softer fruit gives variety without risking waste.

Storage space matters too. A small countertop basket cannot hold a crate of apples without looking messy. If your office has limited space, a smaller but more frequent delivery might be better than one large weekly drop. Facilities management teams often appreciate a delivery that fits neatly into the existing setup, so the fruit stays visible and accessible rather than being stashed out of sight.

Portion planning per person per day

A standard portion is roughly one piece of fruit per person per day, though some people take two pieces and others take none. For planning purposes, one piece per person per day is a good baseline. So for twelve people over five days, that is sixty pieces across the week. If the delivery comes once a week, the basket needs to hold around sixty pieces, or a mix that adds up to that volume. Suppliers like Global F/V often offer mixed boxes that make this easy, because they balance different fruit types in one delivery.

Be aware that consumption can spike on Monday morning and drop off on Friday afternoon. Some offices find that a Monday delivery gets picked over quickly, while the same fruit sits untouched on Thursday. If you see that pattern, consider splitting the order into two smaller deliveries per week. That keeps the basket full on the days people actually reach for it and reduces the chance of fruit going uneaten.

Global F/V also offers the option to adjust quantities per delivery, so you can test a smaller order and increase it later without committing to a long-term volume. This is especially useful for new teams or offices that are still figuring out their habits.

Check the invoicing and billing cycle

Monthly invoicing is common for workplace fruit deliveries. That means you pay for the whole month at once, based on the orders you placed. If you change the quantity mid-month, the invoice adjusts on the next cycle. Keep an eye on the billing period so you are not charged for fruit you did not order. Some suppliers also offer a minimum order value or a minimum delivery frequency, so check the terms before you commit. A quick conversation with the supplier's account team can clarify how changes affect the invoice.

Adjust for events and absences

Office life is not uniform. Summer holidays, training days, and team off-sites all change how many people are around to eat fruit. A week where half the team is on leave needs a smaller order. A week with a big meeting or a client visit might need extra fruit for the platter. Most suppliers allow you to skip a delivery or increase the size for a single week, as long as you give notice before the cutoff. Mark the calendar with the cutoff dates so you do not miss them.

Watch out for the tendency to set and forget. An order that works in January may be too large in August when the office empties out. Review the order every quarter and adjust for the seasons. Fruit availability changes too. Summer brings berries and stone fruit, while winter offers citrus and apples. A flexible order that shifts with the seasons keeps the basket interesting and reduces the chance of fruit arriving past its prime.

Keep the presentation practical

How the fruit is displayed affects how much gets eaten. A tidy basket with fruit that is easy to grab encourages people to take a piece. A messy pile that spills onto the counter can put people off. If your office uses a basket or a crate, make sure it is clean and sturdy. Some suppliers offer reusable crates that stack neatly and keep the fruit off the counter. Others deliver in cardboard boxes that can be placed directly on a tray. Think about what works for your space and your team's habits.

If the fruit comes pre-washed, that is a bonus. If not, a small sign reminding people to wash fruit before eating can help. But many offices find that pre-washed fruit gets eaten faster because it is ready to grab. Check with your supplier whether they offer washed fruit as standard.

Review and tweak regularly

The best way to get the order right is to check in with the team now and then. A quick poll in the office chat or a note next to the basket asking for feedback can reveal what people actually want. Maybe the team loves apples but ignores pears. Maybe they want more bananas in the summer. Adjusting the mix based on real preferences keeps the basket popular and reduces waste. It also makes the fruit feel like a perk rather than a chore.

Keep a simple log of what was ordered and what was left over each week. After a month, you will see a pattern. That pattern tells you exactly how much fruit to order and which types work best. Once you have that data, you can set the order and forget it for a while, only tweaking when the team changes or the seasons shift.

Final thoughts

Ordering the right amount of fruit for an office is not complicated, but it does require a little thought. Start with the number of people who actually eat fruit, match the delivery to your office schedule, choose fruit that keeps well, and adjust for holidays and events. Review the order every few months and ask the team what they want. A well-planned weekly office fruit basket keeps the team happy, reduces waste, and makes the office a better place to work.