INSTRUCTIONS FOR USING:

1. Populate all of your recurring inventory items under "Inventory Item"
2. Add as many rows as needed
3. Remove the highlighted portion
4. Print hard copies for your kitchen or share a copy of this document with your kitchen tablet's Google Drive account

[COMPANY LOGO]

Low Inventory Item Sheet

➔ Send a copy to the purchasing manager once fully complete.

Date:_____

COOLER ITEMS			
Inventory Item	Current Stock (ex. 350 g)	Estimated Order Quantity (ex. 2 kg)	Employee Initials
Bananas			
Almond Milk			
Microgreens			
+			
FREEZER ITEMS			
Inventory Item	Current Stock (ex. 350 g)	Estimated Order/Prep Quantity (ex. 400 g)	Employee Initials
Acai Puree Packets			
+			
DRY STORAGE ITEMS			
Inventory Item	Current Stock (ex. 350 g)	Estimated Order/Prep Quantity (ex. 400 g)	Employee Initials

Chia Seeds			
Peanut Butter			
+			
BEVERAGE ITEMS			
Inventory Item	**Current Stock** (ex. 350 g)	**Estimated Order/Prep Quantity** (ex. 400 g)	**Employee Initials**
Water Bottles			
+			
KITCHEN SUPPLIES			
Inventory Item	**Current Stock** (ex. 1 Unit)	**Estimated Order/Prep Quantity** (ex. 5 Units)	**Employee Initials**
Plastic Wrap			
Rubber Gloves			
+			
CLEANING SUPPLIES			
Inventory Item	**Current Stock** (ex. 1 Unit)	**Estimated Order/Prep Quantity** (ex. 5 Units)	**Employee Initials**
Hand Soap			
Floor Cleaner Solution			
Paper Towels			
Green Scratch Pads			
Trash Bags			
+			
DELIVERY ITEMS			
Inventory Item	**Current Stock** (ex. 1 Unit)	**Estimated Order/Prep Quantity** (ex. 5 Units)	**Employee Initials**

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Napkins			
+			

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