INSTRUCTIONS FOR USING:

1. Populate all of the items that you prepare in house under "Prep 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]

Date:_____

PREP ITEMS				
Prep Item	Storage Location	Current Stock	Quantity to Prepare	Initials
ex. Red Quinoa, Cooked	Walk-in Cooler	400 g	2 kg	NH
Chives, Sliced				
Sesame Soy Sauce				
+				

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