Stocktake template

Venue: _____

Date: _____

Counted by: _____

Checked by: _____

How to use: count before deliveries and after service. List items in shelf order. Count in the unit you buy in, part units as a fraction (0.5). Use the last price you paid. Recount anything that looks odd compared with last time.

Cold room

Item	Unit (as bought)	Quantity counted	Price per unit (€)	Value (€)	Notes
			Subtotal		

Freezer

Item	Unit (as bought)	Quantity counted	Price per unit (€)	Value (€)	Notes
			Subtotal		

Dry store

Item	Unit (as bought)	Quantity counted	Price per unit (€)	Value (€)	Notes
			Subtotal		

Drinks

Item	Unit (as bought)	Quantity counted	Price per unit (€)	Value (€)	Notes

Subtotal

Prep and open items

Item	Unit (as bought)	Quantity counted	Price per unit (€)	Value (€)	Notes

Subtotal

Cleaning and supplies

Item	Unit (as bought)	Quantity counted	Price per unit (€)	Value (€)	Notes

Subtotal

Total stock value

Food cost for the period: opening stock + purchases − closing stock = cost of food used. Cost of food used ÷ food sales × 100 = food cost %.