



STOCK CONTROL & PURCHASING LIST TEMPLATE

Use this list to stock check and calculate your order. Amend the list of products so that they are appropriate to your organisation. Always try and use the same measurement as your supplier. For example if they sell potatoes in 5kg bags, you should measure stock by 5kg bags to avoid confusion.

Product	Use By Date	Unit	In Stock	Standard Stock	Purchase Date	Order
Vegetables						
Potatoes		Bag (5kg)	½ Bag	1		1
Carrots		Bag (2.5kg)	0	1		1
Cos Lettuce						
Tomatoes						
Fruit						
Lemons						
White grapes						
Strawberries						
Blueberries						
Meat						
Beef fillet						
Beef burgers						
Braising beef						
Lamb cutlets						
Poultry						
Chicken breasts						
Chicken thighs						