

CATERING DISHWARE INVENTORY

Event Reference: _____

Date: ____/____/20__

Staff ID: _____

ITEM DESCRIPTION	PAR LEVEL	CURRENT	DIFFERENCE	CONDITION
Section 1: Dinnerware				
Main Course Plate (10.5")	200			
Appetizer/Salad Plate (8")	200			
Bread & Butter Plate (6")	150			
Soup/Pasta Bowl (Deep)	100			
Dessert Plate (7")	150			
Section 2: Flatware				

ITEM DESCRIPTION	PAR LEVEL	CURRENT	DIFFERENCE	CONDITION
Dinner Fork	250			
Salad/Dessert Fork	250			
Dinner Knife	250			
Teaspoon / Soup Spoon	200			
Butter Spreader	100			

Section 3: Glassware

Water Goblet (12oz)	200			
Wine Glass (Universal)	300			
Champagne Flute	150			

ITEM DESCRIPTION	PAR LEVEL	CURRENT	DIFFERENCE	CONDITION
Highball / Rocks Glass	200			
Coffee Mug / Tea Cup	150			

Section 4: Serving & Specialized

Large Serving Platter	20			
Gravy Boat / Sauce Jug	10			
Ramekins (2oz)	100			

NOTES & DISCREPANCIES:

Inventory control template â€¢ Internal use only