

EXECUTIVE DISHWARE INVENTORY

Premium Catering & Events Division

Date: _____
Event ID: _____

ITEM DESCRIPTION	STORAGE LOCATION	IN STOCK	OUT	LOSS	CONDITION / NOTES
PLATING & DINNERWARE					

Bone China Dinner Plate 10.5"	Rack A-1
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Bone China Salad/Dessert Plate 8"	Rack A-2
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Rimmed Soup/Pasta Bowl 12oz	Rack A-4
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STAINLESS FLATWARE (POLISHED)					
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Dinner Fork (Standard)	Bin B-1
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Dinner Knife (Serrated)	Bin B-2
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Dessert/Teaspoon	Bin B-3
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ITEM DESCRIPTION	STORAGE LOCATION	IN STOCK	OUT	LOSS	CONDITION / NOTES
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CRYSTAL GLASSWARE

Red Wine Goblet 16oz	Crate C-1				
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Champagne Flute 6oz	Crate C-3				
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Highball Water Glass 12oz	Crate C-5				
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SERVING & ACCESSORIES

Oval Porcelain Platter 18"	Shelf D-1				
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Hammered Silver Bread Basket	Shelf D-4				
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Inventory Manager Signature: _____