

BEVERAGE STATION INVENTORY

Date:

Inventoried By:

COFFEE & TEA SUPPLIES	UNIT SIZE	CURRENT QTY	ORDER?
Whole Bean Coffee	2lb Bag		<input type="checkbox"/>
Decaf Grounds	1lb Bag		<input type="checkbox"/>
Assorted Tea Bags	50ct Box		<input type="checkbox"/>
Hot Cocoa Mix	Individual		<input type="checkbox"/>
			<input type="checkbox"/>
CONDIMENTS & ADDITIVES	UNIT SIZE	CURRENT QTY	ORDER?
Whole Milk / Creamer	Quart		<input type="checkbox"/>

CONDIMENTS & ADDITIVES**UNIT SIZE****CURRENT
QTY****ORDER?**

Oat/Almond Milk

Quart

Sugar Packets

100ct

Stevia/Splenda

100ct

Syrup Pumps (Vanilla/Caramel)

750ml

**PAPER GOODS &
DISPOSABLES****UNIT SIZE****CURRENT
QTY****ORDER?**

Coffee Cups (12oz)

Sleeve

Travel Lids

Sleeve

Cup Sleeves/Clutches

Sleeve

**PAPER GOODS &
DISPOSABLES**

UNIT SIZE

**CURRENT
QTY**

ORDER?

Stir Sticks

Box

Paper Napkins

Pack

NOTES / SPECIAL REQUESTS: