

INVENTORY CHECKLIST

Coffee Beans & Syrups

Date: _____ Staff: _____

Coffee Beans

ROAST/ORIGIN	BATCH DATE	ON HAND	ORDER?	NOTES
House Espresso Blend				
Single Origin - Ethiopia				
Single Origin - Colombia				
Decaf Swiss Water				
Dark Roast / French				

Syrups & Sweeteners

FLAVOR PROFILE	BRAND	BOTTLES	ORDER?	NOTES
Vanilla (Classic)				
Caramel / Salted Caramel				
Hazelnut				
Mocha Sauce / Chocolate				
Seasonal Flavor: _____				
Sugar-Free Vanilla				

Total Reorder Summary

Write any additional supplies needed here (Filters, Cups, Lids, Milk etc.)