

STORAGE INVENTORY

COFFEE SHOP BEVERAGE LOG

DATE: _____ / _____ / 20__

SHIFT: AM PM NIGHT

ITEM DESCRIPTION	UNIT SIZE	CURRENT STOCK	REORDER LEVEL	ORDER QTY	EXP. DATE
COFFEE & ESPRESSO BEANS					
House Blend (Whole Bean)	5 lb Bag		4		
Single Origin (Seasonal)	5 lb Bag		2		
Decaf Espresso	2 lb Bag		2		
MILK & ALTERNATIVES					
Whole Milk	Gallon		10		
Oat Milk (Barista Ed.)	32 oz		24		
Almond Milk	32 oz		12		
SYRUPS & SWEETENERS					

ITEM DESCRIPTION	UNIT SIZE	CURRENT STOCK	REORDER LEVEL	ORDER QTY	EXP. DATE
Vanilla Syrup	750 ml		6		
Caramel Sauce	64 oz		3		
Dark Chocolate Mocha	64 oz		3		
TEA & BOTANICALS					
Earl Grey Tea	50 ct		2		
Ceremonial Matcha	1 kg		1		
Chai Tea Concentrate	32 oz		12		

Inventory Counted By

Manager Signature

Total Items Ordered