

## Stocktake Checklist

Period covered by stocktake  to

Takings for period:

Wet Sales	£
Food Sales	£

Allowances:

Line cleaning	£
Staff Drinks	£
Staff Food	£
Complimentary Drinks	£
Complimentary Food	£
Bar Waste	£
Kitchen Waste	£

Also required:

Invoices and/or delivery notes for the period

Details of any promotions or deals offered such as Happy Hours or 2-4-1 drinks etc.