

Par level order sheet

VENUE / SITE	ORDER DATE	ORDERED BY	DELIVERY EXPECTED

[illegible]

Order quantity is par minus on hand. If you are regularly overriding it, the par is wrong – change the par, not the order.

Write each supplier's order day and cut-off time on the sheet. Most late orders are late because nobody knew the cut-off.

Review pars monthly and after every menu change.