

Wastage log

Free food and drink wastage log template in PDF and Excel. Records item, quantity, reason, cost and who signed it off so you can see where the money is actually going.

VENUE / SITE

WEEK COMMENCING

MANAGER SIGN-OFF

Date	Time	Item wasted	Qty With unit	Reason code PREP / SPOIL / OVER / ORDER / RETURN / BREAK / STAFF / COMP	Detail What actually happened	Cost	Initials

Reason codes: PREP prep trim, SPOIL out of date or spoiled, OVER over-produced, ORDER wrong order made, RETURN customer sent it back, BREAK breakage, STAFF staff food or drink, COMP comped to a guest.

Cost at cost price, not menu price, and total the sheet weekly against sales.

Keep the sheet where the waste happens. A log in the office is a log nobody fills in.