FREE TEMPLATE

Front-of-house order guide

UN86

Everything the floor, bar and to-go counter run out of, in one list. Fill in your pars once, then on order day count what's on the shelf and order the difference. Cross off what you don't carry and add your own items in the blank rows.

Restaurant _____ Counted by _____ Date _____

ITEM	UNIT	PAR	ON HAND	ORDER	VENDOR
Host Stand & Print					
Dinner menus	Print run				
Lunch menus	Print run				
Brunch menus	Print run				
Drink / cocktail lists	Print run				
Dessert menus	Print run				
Kids menus	Print run				
Crayons	Box				
Postcards	Print run				
Business cards	Box				
Gift cards	Pack				
Gift card envelopes	Pack				
Reserved table signs	Each				
POS & Server Supplies					
Receipt printer paper	Case				
Kitchen / bar printer paper	Case				
Printer ribbon	Box				
Check presenters	Each				
Pens	Box				
Server notepads	Pack				
Handheld charging cables	Each				
Server aprons	Each				
Table Setting					
Dinner napkins	Case				
Cocktail napkins	Case				

ITEM	UNIT	PAR	ON HAND	ORDER	VENDOR
Salt	Case				
Pepper	Each				
Salt & pepper shakers	Each				
Sugar packets	Case				
Sweetener packets	Case				
Caddies for sugar / condiments	Each				
Table hot sauce	Case				
Ketchup	Case				
Table candles	Case				
Lighters	Pack				
Table numbers	Each				

China & Flatware

Dinner plates	Dozen				
Salad / app plates	Dozen				
Bowls	Dozen				
Bread / side plates	Dozen				
Ramekins	Dozen				
Oyster platters	Each				
Dinner forks	Dozen				
Salad forks	Dozen				
Knives	Dozen				
Steak knives	Dozen				
Soup spoons	Dozen				
Teaspoons	Dozen				
Oyster forks	Dozen				

Glassware

Water glasses	Dozen				
Pint glasses	Dozen				
Rocks glasses	Dozen				
Highball glasses	Dozen				
Coupes	Dozen				
Red wine glasses	Dozen				
White wine glasses	Dozen				

ITEM	UNIT	PAR	ON HAND	ORDER	VENDOR
Champagne flutes	Dozen				
Coffee mugs	Dozen				
Water carafes / pitchers	Each				
Bar Supplies (Non-Alcohol)					
Straws	Case				
Cocktail picks	Box				
Stirrers	Box				
Coasters	Pack				
Bar mats	Each				
Pour spouts	Dozen				
Shaker tins	Each				
Jiggers	Each				
Hawthorne strainers	Each				
Bar spoons	Each				
Wine keys	Each				
Ice scoops	Each				
Glass-brush / bar sink detergent	Case				
Coffee & Tea					
Coffee, regular	Bag				
Coffee, decaf	Bag				
Coffee filters	Case				
Iced tea	Case				
Hot tea assortment	Box				
Half & half	Case				
Creamer cups	Case				
To-Go					
Small to-go boxes	Case				
Large to-go boxes	Case				
Soup cups & lids	Case				
Portion cups	Case				
Portion cup lids	Case				

ITEM	UNIT	PAR	ON HAND	ORDER	VENDOR
To-go bags	Case				
Cutlery kits	Case				
To-go drink cups & lids	Case				
To-go labels / seals	Roll				
Cleaning & Chemicals					
Sanitizer	Case				
Sanitizer test strips	Pack				
Glass cleaner	Case				
Floor cleaner	Case				
Multi-surface cleaner	Case				
Spray bottles & triggers	Each				
Bar towels / rags	Bundle				
Microfiber cloths	Pack				
Mop heads	Each				
Brooms & dustpans	Each				
Trash liners, large	Case				
Trash liners, small	Case				
Disposable gloves	Case				
Restrooms					
Toilet paper	Case				
Paper hand towels	Case				
Hand soap refill	Case				
Bathroom cleaner	Case				
Urinal screens	Box				
Air freshener refill	Case				
Feminine products	Box				
Patio					
Propane tanks	Tank				
Table wedges / levelers	Pack				
Candle wind guards	Each				
Bug spray / citronella	Case				

ITEM	UNIT	PAR	ON HAND	ORDER	VENDOR
Outdoor light bulbs	Pack				
Patio cleaner	Each				
Dog water bowls	Each				
Service Stations					
Bus tubs	Each				
Serving trays	Each				
Tray stands	Each				
Crumbers	Each				
Booster seats / high chairs	Each				
Safety					
First-aid refills	Box				
Burn gel	Box				
Bandages	Box				
Wet floor signs	Each				
Interior light bulbs	Pack				
Office & House					
Printer paper	Case				
Printer ink / toner	Each				
Paper clips	Box				
Staples	Box				
Tape	Pack				
Sharpies	Pack				
Batteries	Pack				

HOW TO USE IT

Ten minutes before the order goes out.

1. **Set a par for everything.** The par is how much you want on hand right after a delivery. Start with your best guess and adjust after a couple of weeks.
2. **Count in the order you walk.** Rearrange the sections to match your storage: host stand, server stations, bar, storeroom.
3. **Order the difference.** Par minus on hand is what you order. Round up to how the vendor sells it, like a case or a sleeve.
4. **Note who sells what.** Write the vendor next to each item, so anyone can place the order, not just the person who always does.
5. **Count on the same days every week.** Match your counts to each vendor's order day and cutoff, so nothing goes out late.

Do it on your phone instead.

UN86 turns this list into an app your whole team can count from. It does the math, writes each vendor's order, and sends it by text, email or call. Bar, FOH and kitchen. Free for 14 days.

un86.app