

## Order Guide

An order guide can ensure ordering efficiency, stabilize inventory, limit substitutions due to run outs or over stocks, track and document product costs, help keep food cost on target and allow a substitute to place an accurate order in the absence of your usual person. In addition to all of this, Order guides contribute to food quality and safety by ensuring the you order known products whose characteristics are suited to your recipes and production methods. In the know.....

### How to set up your Order Guide

- Complete a comprehensive inventory list of items required to produce the menu. Organize the list by storage area. This list should flow from inventory sheet to storage shelves ("sheet to shelf") and should not include dead stock. For example, as you walk in the store room, the inventory list should start with the first item on the shelf and work its way to the other end. This process needs to be completed for the freezer, cooler and reach in coolers and all other storage areas.
- Set up (or have your vendor rep do so) the order guide on the computer so it flows in the same manner as your inventory list throughout all storage areas.
- Print off a master copy; this will be the base for your order guide.
- Establish par levels for all par stock items - sugar, creamers, butter, flour, cereal, rice etc., and enter them on the master order guide
- Take the menu and group the days together that equal an order. For example, if you have a five-week cycle menu (Monday-Sunday) and you order twice a week (e.g. Wednesday and Saturday), then you will have ten groupings of orders. The order you place on a Wednesday would normally come in on Thursday, but you wouldn't start using it until Friday... in case there is a delivery problem. The order you place Wednesday would cover food needed for Week 1 cycle—Friday, Saturday, Sunday and Week 2 cycle—Monday. The order you place on Saturday would normally come in on Monday, and would cover food needed Week 2 cycle—Tuesday, Wednesday and Thursday.
- Order the specific non-par stock items: entrees, vegetable, starch, breads dessert, etc., and all par stock items needed for service, pre-prep and freezer pulls through the next order date. Amount ordered should be:

**Amount needed** for the order cycle  
**Minus** amount on hand

**Plus** amount to be used prior to and including delivery date  
**Equals** amount to be ordered

- Use inventory list to complete a monthly inventory at the designated day each month.

Tip... Keep a separate order guide for your china, flatware and serving utensils. Include: par level, reference the type, pattern, vendor and any other specifications that will help you order the same thing. This will save you from many problems when you want to reorder later on.  
See order guide set up sheet

Taken from: The Food Service Tune Up by Tim Bauman and Wayne Toczek

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Thank You for Your Order, Enjoy the Book!

# Order Customization Sheet

Purchasing Group

Groceries

Canned Fruits

Light Syrup \_\_\_\_  
Juice \_\_\_\_  
Water \_\_\_\_

Canned Vegetables [these typically will be higher in sodium]

List acceptable:

<u>Beets</u>	_____
<u>Yams</u>	_____
<u>Three bean salad</u>	_____
_____	_____
_____	_____
_____	_____

Canned Soup

Canned  
Frozen [put x beside item]

List acceptable:

_____	_____
<u>Tomato</u>	_____
<u>Cream of Mushroom</u>	_____
_____	_____
_____	_____
_____	_____

Individual Soups [alternate is to move to muffin tin frozen method]

_____	_____
<u>Tomato</u>	_____
<u>Cream of Mushroom</u>	_____
_____	_____

Sauces:

List acceptable:

_____	_____
_____	_____
_____	_____
_____	_____

Pasta

Dry

Frozen

Lasagna Sheets

Egg Noodles

Other

_____	_____
_____	_____
_____	_____

Condiments

Bulk \_\_\_\_\_

Salt Sub \_\_\_\_\_

McCormick Spice Blend \_\_\_\_\_

PC \_\_\_\_\_

Mrs Dash \_\_\_\_\_

Anamolies

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Puree

Pre-made frozen \_\_\_\_\_

Other \_\_\_\_\_

Canned \_\_\_\_\_

\_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_

Floor Supplies

Snack Cart \_\_\_\_\_

Bulk \_\_\_\_\_

Pre-packaged \_\_\_\_\_

List:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Coffee

Frozen	_____	Regular	_____
Liquid	_____	Decaf	_____
Grounds	_____		

Salad Mixtures

Marconi	_____	Other	_____
Coleslaw	_____	Potato	_____
Carrot Raisin	_____		

Frozen Goods

Prepared entrees

Cabbage rolls	Other
Salisbury steak	_____
Lasagna	_____
Stuffed Peppers	_____
Meat Loaf	_____

Juice

Canned	_____	V-8	_____
Mix	_____	Tomato Juice	_____
RTU Cont.	_____	Prune	_____
Machine	_____		
Bag in Box	_____	Thickened	
Shelf Stable	_____	Honey	_____
Other	_____	Nectar	_____
	_____		
	_____		

Sandwich meats

	Sliced		Mixtures			
Deli	_____		Tuna	_____	Ham	_____
	_____		Egg	_____		
	_____		Chicken	_____		

Meats

Type	Pre-cooked	_____		
	Raw	80/20	85/15	75/25
	Ground	_____	_____	_____
	Top Round	_____	_____	_____
	Bottom Round			
	Beef Knuckle			

Turkey	white	white/dark
	Bone-in	
	Skinless	

Chicken

Breast	_____
Thigh	_____
Pulled	_____
Diced	_____
Bone in qrts	_____
Bone in Breast	_____

Sausage

Pre-cooked	_____
Patties	_____
Links	_____
Ground	_____

Bacon

Per Pound \_\_\_\_\_

Hot dogs

Hamburgers

Thicken liquids

Pre-thickened	_____
Powder	_____
Packets	_____
Liquid	_____

Supplements

4 oz shakes	_____	Other	_____
Pudding	_____		_____
Powder	_____		_____

Puree bread

- Slurry \_\_\_\_\_
- Novaris Mix \_\_\_\_\_
- Bread crumbs \_\_\_\_\_ (in products)
- Bread slices \_\_\_\_\_ (in products)

Pies/Cakes

Pies

- RTU
- RTB
- Scratch
- Shells

Cakes

- Mixes
- Frozen
- What type of brand mix: \_\_\_\_\_

Sugar Free

- Made
- Bought
- Mix

Frozen baked goods

- Biscuits Frozen
- Biscuits Mix (dry)
  
- Pancake Mix
- Pancake Frozen