

**Date: [DATE]**

**Filled Out By:** [FIRST NAME] [MIDDLE NAME] [LAST NAME]

**Employee Number:** [NUMBER]

**Address:** [COMPLETE ADDRESS]

**Contact Number:** [CONTACT NUMBER]

**Email Address:** [EMAIL ADDRESS]

**Signature:** [AUTHORIZED SIGNATURE]

**Immediate Head/Supervisor:** [FIRST NAME] [MIDDLE NAME] [LAST NAME]

**Contact Number:** [CONTACT NUMBER]

**Email Address:** [EMAIL ADDRESS]

**Signature:** [AUTHORIZED SIGNATURE]

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Food Item** | **Price Per Unit Item** | **Number of Items Sold** | **[OTHERS]** | **Estimated** | **Actual** | **Difference** | **Subtotal** | **Grand Total** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

[4412 Roosevelt Street, San Francisco, CA 94114]

[+1 415 359 1127 | hello@gourmet.com]

[gourmet.com]

**Date Authorized:** [DATE]

**Authorized By:** [FIRST NAME] [MIDDLE NAME] [LAST NAME]

**Employee Number:** [NUMBER]

**Address:** [COMPLETE ADDRESS]

**Contact Number:** [CONTACT NUMBER]

**Email Address:** [EMAIL ADDRESS]

**Signature:** [AUTHORIZED SIGNATURE]