




6 SCHEDULES


6.1 Pre-Opening Critical Timeline Checklist

				Lee Garden Pre-Opening Timeline Checklist		
WEEKS OUT	ITEM/TASK	RESPONSIBILITY	SUPPLIER	FOLLOW-UP	DATE STARTED	DATE COMPLETED
	Franchisee signs Agreement Welcome to the Lee Garden Family - Introduction sent to all franchisees, staff	Franchisor				
START	Franchise Fee paid to Franchisor	FRANCHISEE				
40	Send Operational Manuals to "NEW" franchisee	Franchisor				
40	Site Search and selection	FRANCHISEE				
	Site Reviewed and approved	Franchisor				
40	Lease negotiated for location - refer to Leasing information in Management Manual - copy of signed lease to Franchisor	FRANCHISEE				
	Order business license GST & PST numbers - supply numbers to Head Office for reference	FRANCHISEE				
	Insert Yellow Page ad	FRANCHISEE				
	Assess training needs, put together training team and schedule training	Franchisor				
	Preliminary drawings prepared from concept drawings	Architect	Eve Rose Interiors			
	Preliminary drawings reviewed and approved	Franchisor				
	Architectural drawings created that meet city requirements	Architect				
	Architectural drawings approved	Franchisor				
	Issue drawings for tender	FRANCHISEE				
	Final approval of budget and General Contractor from Franchisor	FRANCHISEE				
	Apply for all applicable building permits, licenses, etc.	FRANCHISEE/ GENERAL CONTRACTOR				
	Franchisee training starts	Franchisor				
	Meeting with construction team to discuss buildout requirements	FRANCHISEE/ Franchisor				
	Start construction and restaurant buildout	General Contractor				

Revised 4






 LEE GARDEN <small>No. 1 IN CHINESE FOOD</small>				Lee Garden Pre-Opening Timeline Checklist		
WEEKS OUT	ITEM/TASK	RESPONSIBILITY	SUPPLIER	FOLLOW-UP	DATE STARTED	DATE COMPLETED
	Put equipment, smallwares up for tender	FRANCHISEE	Russell Foods/ Hotel Equipment & Supplies			
	Contact store signage supplier to get quotation for signage	FRANCHISEE				
	Order POS software	FRANCHISEE				
	Apply for liquor license, business license	FRANCHISEE				
	Order business utilities - Gas, Water, Power	FRANCHISEE				
	Order telephone lines - 1 - debit machine - 1- telephone - 1- high speed internet (cable or ADSL)	FRANCHISEE				
	Open bank account	FRANCHISEE				
	Order company cheques from bank	FRANCHISEE				
	INSURANCE - Lee Garden Restaurants added as Third Party. Copy of policy to be submitted to Head Office	FRANCHISEE				
	Apply for Visa, Mastercard, American Express and franchisor card merchant numbers	FRANCHISEE				
	Electronic Fund Transfer form to be filled out and submitted	FRANCHISEE				
	Order Equipment, smallwares, furniture	FRANCHISEE	Russell Foods/ Hotel Equipment & Supplies			
	Receive final sign approval from Franchisor	FRANCHISEE				
	Order signage	FRANCHISEE				
	Sound system, cable, TV, satellite ordered	FRANCHISEE				
	Order submitted for business cards, letterhead, menus and other printed material	FRANCHISEE				
	Finalize management team for restaurant	FRANCHISEE				
	Ads run for recruitment of employees	FRANCHISEE				
	Arrangements made for deliveries of supplies and equipment	FRANCHISEE				






				Lee Garden Pre-Opening Timeline Checklist		
WEEKS OUT	ITEM/TASK	RESPONSIBILITY	SUPPLIER	FOLLOW-UP	DATE STARTED	DATE COMPLETED
	Order store opening flyers	FRANCHISEE				
	Organize opening team accomodation if required	Franchisor				
	Opening team team meeting and training schedule finalized	Franchisor				
	Set up garbage and oil removal	FRANCHISEE				
	Janitor, cleaning services contract put in place	FRANCHISEE				
	Hiring of staff in conjunction with Franchisor support team	FRANCHISEE				
	Have internet access services installed - high speed internet (cable or ADSL)	FRANCHISEE				
	Setup Lee Garden email account	Franchisor				
	Setup for access and password to Lee Garden webpage and secure site	Franchisor				
	Initial staff orientation/ meeting	Franchisor				
	Instalation of POS and configuration	FRANCHISEE				
	Install phone lines	FRANCHISEE				
	Set target opening date for store	Franchisor				
	PRE-MARKETING TO BEGIN - refer to Operations Manual for specifics - submit plan for follow up marketing post opening	FRANCHISEE				
	Research Competition in area/ pricing	FRANCHISEE				
	Meet with accounting professional to request opening balance sheet and advice regarding shareholders loans/tax implications	FRANCHISEE				
	Permanent signage installer	FRANCHISEE				
	Setup POS training	Franchisor				
	Opening training team arrives and staff training begins	Franchisor				
	Set up of restaurant - equipment all functioning graphics in place, etc.	Franchisor				
	Place initital food and liquor opening inventory order	FRANCHISEE	Various- See opening inventory			
	First Aid training	FRANCHISEE				
	Food Safe training	FRANCHISEE				
	Alarm,locks and security put in place	FRANCHISEE				
	Health inspection	FRANCHISEE				





				Lee Garden Pre-Opening Timeline Checklist		
WEEKS OUT	ITEM/TASK	RESPONSIBILITY	SUPPLIER	FOLLOW-UP	DATE STARTED	DATE COMPLETED
	Liquor inspection	FRANCHISEE				
	Building inspection	FRANCHISEE				
	Mechanical inspection	FRANCHISEE				
	Fire inspection	FRANCHISEE				
	Testing of kitchen equipment	Franchisor				
	Walk through with general contractor and Franchisee	Franchisor				
	Create deficiencies list	Franchisor				
	Staff cleaning	FRANCHISEE				
	Restaurant final set-up of kitchen, dining room and bar	FRANCHISEE				
	Food and beverage receiving	Kitchen Manager				
	Dry runs with family, trades, staff	Training Team				
	Final clean	Training Team				
	Operations review/ assessment - Approval To Open Letter received	Franchisor				
0	OPENING					
2	Support follow up	Franchisor				





6.2 Pre-approved Advertising Formats

			
Rice Bowls for served from 11 a.m - 3 p.m		Rice Bowls for served from 11 a.m - 3 p.m	
Lunch		Lunch	
Sweet & Sour Boneless Pork \$6.49	All Rice Bowls with assorted Vegetables, served on a bed of long grained white Rice with Beef \$5.00	Tasty Ginger Beef \$6.49	Tasty Ginger Beef \$6.49
LEE GARDEN		LEE GARDEN	
No.1 IN CHINESE FOOD www.leewok.com		No.1 IN CHINESE FOOD www.leewok.com	
930-1388 10401 Mayfield Road Mayfield Location: good food, quality customer service, nice environment	Ask about our Hot & Fast Lunch time Business Delivery	930-1388 10401 Mayfield Road Mayfield Location: good food, quality customer service, nice environment	Ask about our Hot & Fast Lunch time Business Delivery

Flyer



Chef's New Inspirations:

Our Master Chef and Owner - Chiu Lau, has specially created dishes inspired from his home country and recent travels back to China and South East Asia. Utilizing the abundance of fresh ingredients now available daily in the Edmonton market, Chef Lau carefully selects authentic vegetables and spices that are traditionally prepared for our dishes. It is our pleasure to take you on a journey to China and South East Asia while you dine on our highly appetizing and healthy dishes.

The typical Chinese or South East Asian meal consists of the following menu combination items that our Master Chef has selected for authenticity, and for your convenience.

Coupon must be presented or mentioned before ordering

Deep Fried PRAWNS

+ your choice of:

- Cashew Chicken** (chicken, cashew nuts, water chestnuts, celery, carrots and mushrooms stir-fried in our authentic tangy sauce)
- OR
- Kung Po Chicken** (tender chicken with green peppers, mushrooms, water chestnuts and celery stir-fried with Szechuan bean sauce, topped with crunchy cashew nuts)
- OR
- Chicken Teriyaki** (tender chicken, cubes of veggies stir-fried with our special Japanese Teriyaki sauce)

\$12.88

No substitutions

Seafood Lovers

Calamari **\$12.95** each
(Ocean Squid lightly coated in our secret seasoning, and fried to crispy texture, served with cocktail sauce and a wedge of lemon.)

California Prawns **\$11.95** each
(A LEE GARDEN favourite - delicious jumbo prawns served in our California sauce with vegetables.)

Seafood Stir-fry **\$13.95** each
(Shrimps, scallops, squid and ocean mussels stir-fried with our authentic tangy oyster sauce.)

\$6.49 each
Rice Bowl
(Stir-fry vegetables and topping of your choice served on a bed of long grain white rice)

Ginger Beef
OR
Sweet & Sour Pork

Fuel-up on **10 Rice Bowls** (per single order), and receive **1 Rice Bowl FREE**

In a hungry mood?

LEE GARDEN 利

No. 1 IN CHINESE FOOD

10407 Mayfield Road
930-1388
Mayfield

12092 - 118 Ave
732-2266
North

<h3>Soup</h3> <ul style="list-style-type: none"> 1. Hot and Sour Soup (Small) 4.95 2. Hot and Sour Soup (Large) 8.25 3. Bean soup, steamed chicken, bamboo shoots, winter vegetables and wheat soup (Hot and Sour Soup) 4. War Wonton (Small) 5.95 5. War Wonton (Large) 9.95 6. Hing Nong Special Wonton Soup 2.95 <h3>Appetizers</h3> <ul style="list-style-type: none"> 11. Vietnamese Spring Rolls (6) 5.95 12. Shanghai Dumplings (6) 5.50 13. Homemade Lamb Egg Rolls (8) 2.50 14. Deep Fried Wonton (16) Special \$1.00 15. Garlic Bites (15) 2.95 16. Crispy Buffalo Wings (8) 6.95 17. Imperial Spring Rolls (6) 4.95 18. Green Onion Cake 2.95 19. Beef Salad (4) 2.95 <h3>Vegetarian</h3> <ul style="list-style-type: none"> 21. Buddha Delight 2.95 22. Vegetables Teriyaki Special \$4.49 23. Spicy & Vegetables** 2.95 24. Mixed Vegetables with Garlic 2.95 25. Mushroom Egg Foo Yung 8.50 <h3>Seafood</h3> <ul style="list-style-type: none"> 31. Princess Prawns** 11.95 32. Dragon and Phoenix in a Nest 12.95 33. Seafood Stir Fry 13.95 34. Deep Fried Prawns (12) 9.95 35. Prawns with Mixed Vegetables 10.95 36. California Prawns 11.95 	<ul style="list-style-type: none"> 37. Prawns with Black Bean Sauce 12.95 <h3>Chicken</h3> <ul style="list-style-type: none"> 41. Pineapple Chicken (12) 8.95 42. Lemon Chicken 9.95 43. Cashew Chicken 8.95 44. Curry Chicken* 9.95 45. Kung Po Chicken with Peanuts* 9.95 46. Chicken Chop Suey Special \$3.99 47. Chicken Teriyaki 8.95 <h3>Pork</h3> <ul style="list-style-type: none"> 51. Honey Garlic Ribs 8.95 52. Sweet & Sour Pork Special \$3.99 53. BBQ Pork & Mixed Vegetables 8.50 54. Mo Shu Pork Chicken* 12.95 <h3>Beef</h3> <ul style="list-style-type: none"> 61. Crispy Ginger Beef* 9.95 62. Szechuan Beef** 9.95 63. Mongolian Beef* Special 20.97 64. Beef, Peas and Mushrooms 8.95 65. Beef with Broccoli & Mushrooms 8.95 66. Beef and Vegetables 8.95 67. Beef and Black Bean Sauce 11.95 68. Beef Kabobs 12.95 <h3>Noodles (Chow-Mein)</h3> <ul style="list-style-type: none"> 71. Mixed Vegetables Chow Mein 7.95 72. Chicken Chow Mein 8.50 73. Cantonese Chow Mein 9.95 74. Prawns Chow Mein 9.95 75. Singapore Noodles* Special \$8.99 76. Shanghai Fried Noodles 7.95 	<h3>Fried Rice</h3> <ul style="list-style-type: none"> 81. Chicken Fried Rice 7.95 82. Mushroom Fried Rice Special \$1.49 83. B.B.Q. Pork Fried Rice 7.95 84. Cantonese Fried Rice 6.95 85. Steamed Rice (16 oz.) 1.50 86. Yangchow Fried Rice 8.95 <p>* Hot & Spicy Dish ** Very Spicy Dish No substitutions</p>	<h3>Fantastic for 6</h3> <p>\$65.95</p> <p>Egg Rolls with Plum Sauce Deep Fried Prawns Beef & Vegetables Sweet & Sour Pork Crispy Ginger Beef Chicken Chow Mein Chicken Fried Rice Fortunes Cookies</p> <h3>Deluxe for 4</h3> <p>\$44.95</p> <p>Egg Rolls with Plum Sauce Pineapple Chicken Balls Deep Fried Prawns Beef & Vegetables Sweet & Sour Pork Chicken Fried Rice</p>
<h3>Basic for 2</h3> <p>\$24.95</p> <p>Egg Rolls with Plum Sauce Pineapple Chicken Balls Garlic Ribs Beef & Vegetables Oriental Fried Rice</p> <h3>Delight for 2</h3> <p>\$24.95</p> <p>Egg Rolls with Plum Sauce Garlic Ribs Deep Fried Prawns Beef & Vegetables Oriental Fried Rice</p>	<h3>Yum-Yum for 2</h3> <p>\$24.95</p> <p>Imperial Rolls Chicken Chow Mein Sweet & Sour Pork Veggie Teriyaki Steamed Rice</p> <h3>Classic for 1</h3> <p>\$10.95</p> <p>Egg Roll with Plum Sauce Pineapple Chicken Balls Dry Ribs Beef & Vegetables Steamed Rice</p>	<p>www.leewok.com</p> <p>LEE GARDEN 利</p> <p>No. 1 IN CHINESE FOOD Serving Edmonton the best Chinese Food for 23 years</p> <p>Hot 'n' Fast Delivery Mention 'Special' when ordering dishes on Special</p>	

Major credit cards accepted on delivery. Prices subject to change without notice. Book FUNCTIONS at LEE GARDEN locations. CATERING Service available.
WEST - 8404-182 St. (Happy Hour Pub everyday 11 a.m. - 7 p.m.) SOUTH - 317 Woodvale Road

Brochure, front and back





6.3 Tell Us What You Think! Comment Cards

Customer Comment Card

Location _____ Date & Time _____

Your Comments _____

Your Name _____ City _____

Phone Number _____

Lee Garden strives for excellent customer service. Thank you for taking the time to provide us with your comments and to help us achieve this goal.





6.4 Guest Feedback Form

Use this form to call guests from the information provided on the comment cards or business cards. During each call fill out this form with the details of the guest's feedback. Use the information from the card (business or comment card) for their name and address.

Date of call: _____

Guest's name: _____

Date of guest's visit: _____

Guest's address: _____

Guest's comments: _____

Date of call: _____

Guest's name: _____

Date of guest's visit: _____

Guest's address: _____

Guest's comments: _____





6.5 Employee Application Form

Employee Application

Personal Information

Name _____
 Address _____

 Phone _____
 E-mail _____

What languages do you speak? _____
 List your hobbies. _____
 What languages do you speak? _____
 Community Activities or Clubs _____

Education

Secondary School Attended _____
 Grade Completed _____
 Post Secondary Attended _____
 Dates Attended and Degree _____
 Other Education (list courses) _____

Past Employment

Dates: From - To	Company	Position	Phone

May we talk to your present employer? _____ if yes, name of contact. _____





References

Business References:

1. Name and Position _____
Your Relationship _____
Phone Number _____
2. Name and Position _____
Your Relationship _____
Phone Number _____

Personal References: (no family)

1. Name _____
Phone Number _____
2. Name _____
Phone Number _____

Applicant's Certification and Agreement

I hereby certify that the answers given and the statements made in this employment application are true and correct. I hereby authorize all my present and previous employers and my business and personal references to furnish Lee Garden Restaurants any information, verbal or written, concerning my present or past employment, my personal character, and my habits. I also authorize Lee Garden to verify the information within this application is true.

Signature of Applicant _____

Date _____





6.6 Interview Questions Form

Date: _____

Applicant's Name: _____

Position applied for: _____

The following are some sample questions. Ask the questions that are most appropriate to the position being applied for and that will allow you to best profile the applicant.

- 1) Why do you want to work at Lee Garden?
- 2) What are some of your strengths or best qualities?
- 3) Have you ever worked in a restaurant environment? Tell me about that experience.
- 4) Are you currently in school? Do you have any commitments that would prevent you from working certain shifts?
- 5) What are your future goals?
- 6) Why did you leave your last job?
- 7) Have you ever been fired from a job? If so, why?
- 8) How do you handle stressful situations?





- 9) What does great customer service mean to you?
- 10) Tell me about a time when you had great customer service.
- 11) What types of experiences have you had in dealing with irate customers?
- 12) Customers frequently create a great deal of pressure. What has been your experience in this area?
- 13) When have you gotten your feelings hurt at work?
- 14) Do you prefer to have a job in which you have well laid-out tasks and responsibilities, or one in which your work changes on a frequent basis?
- 15) How would your current co-workers or class mates describe you? Happy-go-lucky, or as being reserved and quiet?
- 16) What are some things that motivate you?





- 17) Can you give me an example of when you came up with a clever way of motivating someone?

- 18) Describe to me the ideal working environment, from your perspective. Describe the ideal manager.

- 19) Sooner or later everyone makes mistakes. What was the most significant mistake you made and explain why you made it. What did you learn from it?

- 20) Tell me about what it means to you to work as a team? Can you describe a past situation where you worked within a team?

- 21) Describe how you determine your priorities.

- 22) Describe a healthy staff meeting that you have been involved in?

- 23) Describe an unhealthy staff meeting that you have been involved in? What did you do.

During the interview try to observe these traits/characteristics in the applicant:

Happy/outgoing attitude? _____ Appropriate appearance? _____

Made eye contact? _____ Communication skills? _____

Will they fit in with the rest of the staff? _____





6.7 Host/Hostess Training Checklist

Employee's name: _____

The employee has provided management with the following:

_____ Social insurance number _____ Payroll forms

_____ Signed employment contract

The employee has received instruction and training and is now comfortable with the following:

Host Stand

_____ Reservation book _____ Taking reservations

_____ Answering phone _____ Restaurant address

_____ Directions to restaurant _____ Greeting guests

_____ Managing the flow of guests

Restaurant

_____ Table numbers _____ Server's sections

_____ Signature menu items





6.8 Busser Training Checklist

Employee's name: _____

The employee has provided management with the following:

_____ Social insurance number _____ Payroll forms

_____ Signed employment contract

The employee has received instruction and training and is now comfortable with the following:

Product Knowledge

_____ Signature menu items

Daily Functions

_____ Table numbers

_____ Table settings

_____ Coffee machine

_____ Glass washer

_____ Mise en place

_____ Carrying multiple plates

_____ Dish pit

_____ Restocking bathroom

Opening Duties

_____ Table setting

_____ Refilling salt & pepper

_____ Coffee station

_____ Mise en place station

_____ Brewing green tea

Closing Duties

_____ Coffee station

_____ Polishing cutlery

_____ Polishing glassware

_____ Taking out garbage

_____ Restocking (napkins, chopsticks, tea, sugar etc)





6.9 Server Training Checklist

Employee's name: _____

The employee has provided management with the following:

_____ Social insurance number _____ Serving it Right number
_____ Signed employment contract _____ Payroll forms

The employee has received instruction and training and is now comfortable with the following:

Product Knowledge

_____ Signature menu items _____ Basic ingredients
_____ Portion sizes _____ Food presentation
_____ Alcohol selection

Daily Functions

_____ Point of sale system _____ Authorizing credit cards
_____ Table/seat numbers _____ Serving standards
_____ Ordering food/drink _____ Collecting food/drink
_____ Coffee machine _____ Glass washer
_____ Mise en place _____ Carrying multiple plates

Opening Duties

_____ Table setting _____ Refilling salt & pepper
_____ Coffee station _____ Mise en place station
_____ Brewing green tea

Closing Duties

_____ Coffee station _____ Cashing out
_____ Polishing cutlery _____ Polishing glassware





6.10 Bartender Training Checklist

Employee's name: _____

The employee has provided management with the following:

_____ Social insurance number _____ Serving it Right number
_____ Signed employment contract _____ Payroll forms

The employee has received instruction and training and is now comfortable with the following:

Product Knowledge

_____ Signature menu items _____ Basic ingredients
_____ Portion sizes _____ Food presentation
_____ Alcohol selection _____ Popular drink recipes

Daily Functions

_____ Point of sale system _____ Authorizing credit cards
_____ Coffee machine _____ Glass washer
_____ Changing pop canisters _____ Changing beer kegs
_____ Using spillage sheet

Opening Duties

_____ Cutting garnishes _____ Filling ice well
_____ Refilling (straws, coasters)

Closing Duties

_____ Polishing glassware _____ Restocking bar
_____ Cleaning pop gun _____ Cleaning procedures
_____ Cashing out _____ Doing inventory





6.11 Expeditor Training Checklist

Employee's name: _____

The employee has provided management with the following:

_____ Social insurance number _____ Payroll forms

_____ Signed employment contract

The employee has received instruction and training and is now comfortable with the following:

Product Knowledge

_____ Signature menu items _____ Basic ingredients

_____ Portion sizes _____ Food presentation

Daily Functions

_____ Table/seat numbers _____ Serving standards

_____ Collecting food/drink _____ Mise en place

_____ Carrying multiple plates _____ Server sections

_____ Table settings





6.12 Cook Training Checklist

Employee's name: _____

The employee has provided management with the following:

_____ Social insurance number _____ Payroll forms
_____ Signed employment contract _____ Food Safe certificate

The employee has received instruction and training and is now comfortable with the following:

Product Knowledge

_____ Menu items _____ Ingredients
_____ Portion sizes _____ Cooking times
_____ Food presentation

Equipment

_____ Grill _____ Deep fryer
_____ Oven _____ Wok

Duties

_____ Opening procedures _____ Line prep
_____ Equipment usage _____ Rotating stock
_____ Closing procedure _____ Cleaning procedures





6.13 Dishwasher Training Checklist

Employee's name: _____

The employee has provided management with the following:

_____ Social insurance number _____ Payroll forms

_____ Signed employment contract

The employee has received instruction and training and is now comfortable with the following:

Equipment

_____ Starting dishwasher _____ Draining dishwasher

_____ Operating dishwasher _____ Troubleshooting

Daily Functions

_____ Pre-soaking dishes _____ Pots and pans

_____ Special cleaning instructions _____ Cleaning inspection

_____ Location of clean dishes & cutlery





6.14 Front-of-House Trainee Test

Date: _____

Trainee's Name: _____

Manager: _____

- 1) What is the main focus of your job?

- 2) The most important person in the restaurant is?

- 3) What are 3 out of the 6 company values?

- 4) If there is an angry guest shouting at you, how will you handle the situation? What will you do?

- 5) What is the address of the restaurant? What are the opening and closing hours?

- 6) List 3 signature dishes and the key ingredients in each one:
 - I)

 - II)

 - III)

- 7) Walk around the restaurant; identify the table number and the seat positions at each table.





6.15 Back-of-House Trainee Test

Date: _____

Trainee's Name: _____

Manager: _____

- 1) What are 3 out of the 6 company values?

- 2) What is the address of the restaurant? What are the opening and closing hours?

- 3) List the ingredients & cooking steps to make _____:

- 4) List the ingredients & cooking steps to make _____:

- 5) List the ingredients & cooking steps to make _____:

- 6) How often does the Grill get cleaned?

- 7) Describe the process for rotating stock:

- 8) Which prepared items get labelled?





6.17 Alcohol Inventory

LEE GARDEN ALCOHOL INVENTORY - SOUTH

Date _____ To _____

		MON	TUE	WED	THU	FRI	SAT	SUN
B E E R	L O C A L	Blue						
		Budweiser						
		Canadian						
		Coors Light						
		Kokanne						
	I M P O R T	Corona						
		Heineken						
		Tsing Tao						
W I N E	R E D	B&G Cuvee						
		Beaujolais						
		Wolf Blass Green						
		Lorch						
		Piesporter						
L I Q U O R	Sake							
	Barcardi							
	Dark Rum							
	Gin							
	Kahlua							
	Rye							
	Vodka							
TOTAL								
Signed By Staff								

Form: DS2





6.19 Bar Weekly Summary

Date _____ To _____

	MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL
Beer Balance								
Beer Purchase +								
Total =								
Name of Happy Hour Shift								
Cooler								
Cases								
Total								
Beer Used								
Ring Out/Computer								
Over/Short								
Name of PM Shift								
Cooler								
Cases								
Total								
Beer Used								
Ring Out/Computer								
Over/Short								
Hi Ball								
Shooter								
Premium								
Cocktails								
Total								





6.20 Full Liquor – Weekly Summary

Date _____ To _____

	MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL
Full Balance								
Full Purchase								
TOTAL								
Cooler								
Cabinet								
Rack								
TOTAL								
Ring Out								
Over/Short								
Usage								
Promotion								
Liquor								
Gun								
TOTAL USAGE								





6.22 Cashing Out Report

#	_____	_____	_____
		NAME	DATE
READING	_____	GST =	_____
PROMOTION	_____	NET	_____
LESS : CREDIT CARDS			_____
GAS			_____
EXGAS			_____
AUTO			_____
PURCHASE			_____
TOTAL CASH			_____

_____	X 100	=	_____
_____	X 50	=	_____
_____	X 20	=	_____
_____	X 10	=	_____
_____	X 5	=	_____
_____	X 2	=	_____
_____	X 1	=	_____
	COINS	=	_____





6.23 Weekly Working Hours Form

SUMMARY OF WORKING HOURS FOR PAYROLL

Location _____

EMPLOYEE	WK 1	WK 2	WK 3	SUB TOTAL	HOURS OF STAT. HOLL.	TOTAL

Form: L2





6.24 Monthly Recap Report

Monthly Recap Report

Location _____

Month of _____

Monthly Total Sales A. \$

Total Labor Costs B. \$

Labor Percentage $B/A \times 100$ %

Total Product Purchases C. \$

Costs of Goods Sold Percentage $C/A \times 100$ %

Please fax this monthly report to Lee Garden head office no later than the 10th of the month for the previous month. This report provides us with key measurements to monitor the restaurants success.

