

**Meal Summary Sheet (day/date):**

Meal Crew:

**INCOME****Meal Fees**

Number of adults:	<input type="text"/>	@ \$	= \$
Number of kids 4-12 (50% of adult price):	<input type="text"/>	@ \$	= \$
Number of children <4 (free):	<input type="text"/>		
Number of adult Guests (\$1 extra):	<input type="text"/>	@ \$	= \$
Number of kid Guests (\$.50 extra):	<input type="text"/>	@ \$	= \$
Number of children Guests (free):	<input type="text"/>		
Number of adult Walk-Ins (\$1 extra):	<input type="text"/>	@ \$	= \$
Number of kid Walk-Ins (\$.50 extra):	<input type="text"/>	@ \$	= \$
Number of children Walk-Ins (free):	<input type="text"/>		

(List Walk-In fees on Meal Sign-Up Sheet by person's name)

Total # of People:  (Cross check against total on Sign-Up Sheet)Subtotal of meal fees \$ 

Leftovers sold (list \$ on Meal Sign-Up Sheet by buyer)

Subtotal of leftovers \$ **TOTAL INCOME** \$ **EXPENSES****Pantry:** Attach Pantry Price List with quantities and \$s, list total here \$ **Pantry:** Add \$1 for every 10 diners for basic supplies in small quantities \$ **Subtotal of pantry charges** \$ **Food purchased** by Shoppers \_\_\_\_\_ (include receipts): \$ **Food purchased** by Shoppers \_\_\_\_\_ (include receipts): \$ **Food purchased** by Shoppers \_\_\_\_\_ (include receipts): \$ **Food purchased** by Meal Crew \_\_\_\_\_ (include receipts): \$ **Food purchased** by Meal Crew \_\_\_\_\_ (include receipts): \$ **Food purchased** by Meal Crew \_\_\_\_\_ (include receipts): \$ **Subtotal of food purchased** \$ **TOTAL EXPENSES** \$ **Meal Prices**

Adult	5.00	4.50	4.00	3.50	3.00	2.50
Kid (4-12)	2.50	2.25	2.00	1.75	1.50	1.25
Guest or Walk-In (Adult) - add \$1, Kid - add \$.50						

**PROFIT/LOSS** \$ 

Tips to add to CoHo Cooking Tips Notebook?

Additional kitchen equipment needed?

Give completed paperwork to Meal Coach (Susan)