Delivery variance and handover worksheet

Use fictional details for training. Save workplace copies in your approved records system.

Practice example

Cups: 12 ordered, 10 received, -2. Napkins: 8 and 8, 0. Trays: 5 and 6, +1. Total: 25 ordered, 24 received, -1. Both the shortage and the over-delivery require attention.

In your spreadsheet enter =C2-B2 in D2 and copy down. Use one unit per column.

Item	Ordered boxes	Received boxes	Difference

Checked by

Follow-up owner

Resolution