



Quarterly Business Review

THE PROCESS AND TEMPLATE GUARANTEED
TO SAVE YOUR RESTAURANT *THOUSANDS*

Overview

Food costs are *not* going down.

Over the last 5 years, they've actually increased 25% percent. And because food spend represents 30% of the budget for your restaurant, you can't ignore it.

Maintaining this *one* aspect of your restaurant can be the difference between profitability and failure.

The Quarterly Business Review (QBR) template you see here, combined with our [comprehensive QBR strategy](#), will help you finally take control of your food spend. Do you think you're finally ready?

We've perfected this process over the last four years through discussions with thousands of restaurants. If followed, it's a foolproof way to contain costs, lower prices, and increase margins.

Purpose

The purpose of this template is to spark a meaningful conversation with your supplier rep while giving you the negotiating power you deserve to get the best deal on food and non-food items.

How It Works

The QBR strategy is simple. Sit down with each of your suppliers once a quarter and review:

- The amount you spend with them
- The percentage of total spend this represents
- Top 20 items ranked by spend amount
- Current price trends (price at beginning of quarter and end of quarter)
- Top 10 items of importance – based on spend amount and/or price increase
- Comparable prices from competing vendors – find a vendor with a lower price
- What's important to you in your relationship

Outcome

With this completed, you'll have the tools necessary to negotiate better prices on important items, or those with a 10% or higher increase.

The Orderly App can help automate this process for you. You can get all food spend and price trend data in the palm of your hand... along with all the details you need for your Quarterly Business Review. Visit GetOrderly.com/Demo for the details.

Total Amount Spent with Supplier

How much money did you spend on food with this supplier this quarter?

Supplier:	
Supplier Rep:	
Total Amount Spent with Supplier this Quarter:	\$

Percent of Total Food Spend

Determine what percent of your overall food spend is represented by this supplier.

Total Food Spend	\$
divided by	
Total Amount Spent with Supplier	\$
equals	
Percent of Total Food Spend	\$

Top 20 Items by Amount Spent this Quarter

What food items did you spend the most on this quarter? What was cost per unit at the beginning of the quarter and the end of the quarter? By what percent did the price increase?

ITEM	AMOUNT SPENT THIS QUARTER	COST PER UNIT: START OF QUARTER	COST PER UNIT: END OF QUARTER	PERCENT INCREASE
1.	\$	\$	\$	
2.	\$	\$	\$	
3.	\$	\$	\$	
4.	\$	\$	\$	
5.	\$	\$	\$	
6.	\$	\$	\$	
7.	\$	\$	\$	
8.	\$	\$	\$	
9.	\$	\$	\$	
10.	\$	\$	\$	
11.	\$	\$	\$	
12.	\$	\$	\$	
13.	\$	\$	\$	
14.	\$	\$	\$	
15.	\$	\$	\$	
16.	\$	\$	\$	
17.	\$	\$	\$	
18.	\$	\$	\$	
20.	\$	\$	\$	
21.	\$	\$	\$	

Top 10 Items by Price Increase

What are the biggest increases in price trends? List the item, its price at the beginning of the quarter, its price at the end of the quarter, and the percent increase.

ITEM	PRICE: START OF QUARTER	PRICE: END OF QUARTER	PERCENT INCREASE
1.	\$	\$	
2.	\$	\$	
3.	\$	\$	
4.	\$	\$	
5.	\$	\$	
6.	\$	\$	
7.	\$	\$	
8.	\$	\$	
9.	\$	\$	
10.	\$	\$	

Top 10 Items of Importance

List the top 10 items you want to discuss with your supplier rep. Mark down how much you spent on each item this quarter, the items' current prices, and the percent the price increased this quarter. List price comparables from other vendors. (Note: Take your time to do this - this is where you can really save some money).

ITEM	AMOUNT SPENT THIS QUARTER	CURRENT PRICE	PRICE / % INCREASE	COMPARABLE ITEM PRICE
1.	\$	\$		\$
2.	\$	\$		\$
3.	\$	\$		\$
4.	\$	\$		\$
5.	\$	\$		\$
6.	\$	\$		\$
7.	\$	\$		\$
8.	\$	\$		\$
9.	\$	\$		\$
10.	\$	\$		\$

Supplier Relationship Checklist

List the top 10 most important areas for your relationship with your supplier and rep. Write down any notable highlights or major problems over the last quarter. Think about customer service related to ordering and delivery, timeliness, return policy, credit terms, and any other service-related items. Be specific and honest. It will help give your supplier a roadmap on how to service your account better.

TOPIC / ISSUE FOR DISCUSSION	CURRENT RESULTS	DESIRED OUTCOME
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		