

People CD

Bar training

- 12 ounce drink guide
- 16 ounce drink guide
- 20 ounce drink guide
- Bar standards
- Bar training invitation letter
- Bar training outline
- Bar training sign in sheet
- Congratulations
- Espresso cheat sheet
- Espresso training tip sheet
- Hands-on bar
- Post espresso training
- Shot consistency guidelines

Labor and tips report

- My coffee labor master - Excel

Customer service

- Customer service
- Replace plus policy

Employment files

- Application for employment
- Application postcard
- Employee handbook
- Employee warning and write-up form
- Employment forms to be filled out by new employees
- Exit interview form
- Federal I-9 form
- Federal W4 form
- Human resource manual
- Interview questions
- Michigan new hire reporting form
- Michigan report of injury
- Michigan W4 form
- New employee checklist
- Sexual harassment form
- Training checklist
- Training descriptions

Evaluations

- Assistant Manager evaluation
- Employee evaluation



- Newer employee written test 1
- Newer employee written test 2
- Store manager evaluation

Scheduling

- Fall availability
- Master schedule
- Schedule checker
- Spring availability
- Summer availability
- Time off request slip

Tardiness tracking

- Jackie Doe
- Master

Training

- Coffee brewing class
- Coffee tasting class
- Espresso facts
- French press brewing guidelines
- Glossary of coffee terminology
- Loose leaf tea brewing directions
- Tasting terms
- Training class attendance tracking
- Training class schedule
- Vacuum method brewing guidelines

Stuff CD

Articles

- Visions/Examples of great leaders
- Simple press release promotion
- Ten steps for giving feedback
- The four cornerstones

Baked Goods

- Baking basics
- Baking schedule
- Leftovers checklist
- Muffins and scones toppings

Daily Operations

- Catering Function sheet
- Coffee or tea special order form
- Daily coffee brewing schedule
- Managers end of shift report



- Monthly cleaning schedule
- Nightly automatic check out
- Nightly closing list

Equipment Maintenance

- Equipment maintenance checklist

Financial

- Coffee bar pro forma

Gift Certificates

- \$5 gift certificate – 3up
- \$10 gift certificate – 3up
- \$25 punch card-business card size-back signature
- \$25 punch card business card size
- Employee Christmas bonus certificate -3up
- Gift card instructions for swipe machine usage
- Gift certificate register for keeping track of sales
- Holiday \$5 gift certificate
- Holiday \$10 gift certificate

Miscellaneous Coupons

- \$3 gift coupon-business card size
- \$10 gift card back-business card size
- Apology coupon-check size
- Free drink coupon-business card size
- Free drink coupon for local business-business card size
- Free whole bean coffee at 1lb/mo for a year certificate
- Holiday gift card-business card size
- Oops we made a mistake-business card size

Home Espresso Machine Training Class (HEMTC)

- HEMTC discounts for class
- HEMTC manual
- HEMTC sign up
- HEMTC signage

Marketing

- Marketing manual

Miscellaneous

- Business card template
- Fax cover sheet
- Fax cover sheet 2
- If the POS crashed-drink order tickets
- Receipt of purchase template
- Sample press release

Ordering

- Bagel order sheet

- Coffee shop
- Food stuff order
- Joe's coffee and nut
- Mannie's bagels
- Miscellaneous sheet of products
- Shopping list
- Slater's coffee
- Tea order
- Weekly main order sheet

Signage

- Bodum Antigua grinder
- Bodum Antigua grinder
- Bodum products signage
- Bodum products signage
- Brewer pamphlet for mailing
- Chai sign
- Chai sign
- French Press training guide
- French Press training guide -3up
- French Press training 8.5 X 11 sign
- Gift cards-business sign
- Gift cards-business sign
- Gift cards-students sign
- Gift cards-students sign
- Iced tea brewer sign
- Iced tea brewer sign
- Whole bean pamphlet
- Whole bean pamphlet

Store Signage

- Catering box sticker-6up
- Charge guidelines
- Coffee box
- Coffee club
- Email signup
- Holiday blend
- Holiday drinks
- Holiday hours
- Organic coffee info
- Parking notice
- Photo contest ballot
- Photo contest sign
- Summer holidays sign



**BEST NEW PRODUCT
COFFEE FEST 2005**