# Supplies – Record 1

* This record only needs to be completed once, but should be updated if suppliers change
* This record needs to include the supplier details for suppliers of ALL food and drink and what product they supply
* In addition you must retain all receipts and invoices for deliveries
* This record does not need to be completed if the majority of food handlers are volunteers AND the food activity is only for a maximum of two consecutive days (i.e. community events)

| Suppliers Details | | | |
|---|---|---|---|
| **Type of Food** | **Trading Name** | **Address** | **Contact No.** |
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