Supply Records – For Class 3 Warehouse/Distributors

CITY OF GREATER GEELONG

* 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 from suppliers
* Retain records for at least 1 year

Supplies Details			
Type of Food Supplied	**Trading Name**	**Address**	**Contact No.**