01 / START HERE

Build a menu-led buying plan

A printable and fillable worksheet for selecting equipment, comparing offers and tracking purchases.

Choose only what your products, premises and production targets require. A listed item is a prompt to evaluate, not a universal purchase requirement. No prices, supplier quotes or utility specifications are prefilled.

Business / project

Completed by

Main products / menu

Target output (pieces, trays or kg per day)

Planning date / target opening date

Premises / location / selling format

Currency (use one currency throughout)

Equipment budget / contingency allowance

HOW TO COMPLETE THE WORKSHEET

1. Set your scope.
Record your menu and output target. Mark items you already own.

2. Prioritize each item.
N = needed now; O = optional; L = later; NA = not applicable.

3. Track purchasing.
Use: owned, researching, quoted, ordered, received or ready.

4. Confirm requirements.
Enter capacity, utilities, supplier, equipment subtotal, installation and warranty.

5. Compare complete offers.
Use page 7 for freight, taxes, site work and other costs. Totals are manual.

Use the four equipment areas on pages 2 to 5 in the order your workflow requires. Page 6 separates optional HSENDA automation from the general checklist. Reprint or duplicate any page when you need more space.

Form tip: use a PDF reader that supports form fields, then save a copy. Printed copies can be completed by hand. Blank cost fields mean unquoted, not zero.

02 / EQUIPMENT AREA 1

Preparation & mixing

Fill every relevant row. Set priority and status yourself; use N/A where a field does not apply.

01 Digital scales

Purpose: weigh ingredients and portions consistently.

Priority: N / O / L / NA	Quantity / capacity / size	Status (see page 1)

Utilities / site needs (or N/A)	Supplier / model / quote reference

Equipment subtotal	Installation cost	Warranty: term / exclusions / provider

02 Mixing bowls and hand tools

Purpose: mixing and handling; include spatulas, whisks and bench scrapers.

Priority: N / O / L / NA	Quantity / capacity / size	Status (see page 1)

Utilities / site needs (or N/A)	Supplier / model / quote reference

Equipment subtotal	Installation cost	Warranty: term / exclusions / provider

03 Recipe-appropriate mixer

Purpose: mixing; choose type and usable batch capacity for your recipes.

Priority: N / O / L / NA	Quantity / capacity / size	Status (see page 1)

Utilities / site needs (or N/A)	Supplier / model / quote reference

Equipment subtotal	Installation cost	Warranty: term / exclusions / provider

04 Prep tables and rolling tools

Purpose: preparation and hand rolling; note dimensions and work surface.

Priority: N / O / L / NA	Quantity / capacity / size	Status (see page 1)

Utilities / site needs (or N/A)	Supplier / model / quote reference

Equipment subtotal	Installation cost	Warranty: term / exclusions / provider

05 Ingredient containers and shelving

Purpose: organized ingredient storage; record container and shelf quantities.

Priority: N / O / L / NA	Quantity / capacity / size	Status (see page 1)

Utilities / site needs (or N/A)	Supplier / model / quote reference

Equipment subtotal	Installation cost	Warranty: term / exclusions / provider

06 Dough sheeter, if justified

Purpose: mechanical lamination; optional when hand rolling meets demand.

Priority: N / O / L / NA	Quantity / capacity / size	Status (see page 1)

Utilities / site needs (or N/A)	Supplier / model / quote reference

Equipment subtotal	Installation cost	Warranty: term / exclusions / provider

03 / EQUIPMENT AREA 2

Fermentation & baking

Fill every relevant row. Set priority and status yourself; use N/A where a field does not apply.

07 Suitable oven

Purpose: baking; confirm tray fit, heat control, load and batch recovery.

Priority: N / O / L / NA	Quantity / capacity / size	Status (see page 1)

Utilities / site needs (or N/A)	Supplier / model / quote reference

Equipment subtotal	Installation cost	Warranty: term / exclusions / provider

08 Proofing cabinet, if required

Purpose: controlled proofing for applicable products; not needed for all menus.

Priority: N / O / L / NA	Quantity / capacity / size	Status (see page 1)

Utilities / site needs (or N/A)	Supplier / model / quote reference

Equipment subtotal	Installation cost	Warranty: term / exclusions / provider

09 Retarder or retarder-proofer, if required

Purpose: scheduled cold fermentation; evaluate against your workflow.

Priority: N / O / L / NA	Quantity / capacity / size	Status (see page 1)

Utilities / site needs (or N/A)	Supplier / model / quote reference

Equipment subtotal	Installation cost	Warranty: term / exclusions / provider

10 Sheet pans, cake pans and bread molds

Purpose: baking vessels; list sizes, counts and oven compatibility.

Priority: N / O / L / NA	Quantity / capacity / size	Status (see page 1)

Utilities / site needs (or N/A)	Supplier / model / quote reference

Equipment subtotal	Installation cost	Warranty: term / exclusions / provider

11 Liners, baking mats and handling tools

Purpose: pan preparation and loading; confirm intended-use suitability.

Priority: N / O / L / NA	Quantity / capacity / size	Status (see page 1)

Utilities / site needs (or N/A)	Supplier / model / quote reference

Equipment subtotal	Installation cost	Warranty: term / exclusions / provider

12 Timers, oven mitts and temperature tools

Purpose: process monitoring and hot-item handling.

Priority: N / O / L / NA	Quantity / capacity / size	Status (see page 1)

Utilities / site needs (or N/A)	Supplier / model / quote reference

Equipment subtotal	Installation cost	Warranty: term / exclusions / provider

04 / EQUIPMENT AREA 3

Cooling & cold storage

Fill every relevant row. Set priority and status yourself; use N/A where a field does not apply.

13 Cooling racks and compatible trays

Purpose: release heat before packaging; not a substitute for safe chilling.

Priority: N / O / L / NA	Quantity / capacity / size	Status (see page 1)

Utilities / site needs (or N/A)	Supplier / model / quote reference

Equipment subtotal	Installation cost	Warranty: term / exclusions / provider

14 Refrigerated storage

Purpose: temperature-controlled storage; compare reach-in and walk-in options.

Priority: N / O / L / NA	Quantity / capacity / size	Status (see page 1)

Utilities / site needs (or N/A)	Supplier / model / quote reference

Equipment subtotal	Installation cost	Warranty: term / exclusions / provider

15 Freezer, if the menu requires it

Purpose: frozen ingredient or product storage; size for stock and deliveries.

Priority: N / O / L / NA	Quantity / capacity / size	Status (see page 1)

Utilities / site needs (or N/A)	Supplier / model / quote reference

Equipment subtotal	Installation cost	Warranty: term / exclusions / provider

16 Blast chiller, if the process requires it

Purpose: process-specific chilling; optional, not a default high-volume purchase.

Priority: N / O / L / NA	Quantity / capacity / size	Status (see page 1)

Utilities / site needs (or N/A)	Supplier / model / quote reference

Equipment subtotal	Installation cost	Warranty: term / exclusions / provider

17 Refrigerator and product thermometers

Purpose: check storage and product temperatures; plan a recording method.

Priority: N / O / L / NA	Quantity / capacity / size	Status (see page 1)

Utilities / site needs (or N/A)	Supplier / model / quote reference

Equipment subtotal	Installation cost	Warranty: term / exclusions / provider

18 Food-safe containers and tray covers

Purpose: organized storage of work in progress; check shelf and tray fit.

Priority: N / O / L / NA	Quantity / capacity / size	Status (see page 1)

Utilities / site needs (or N/A)	Supplier / model / quote reference

Equipment subtotal	Installation cost	Warranty: term / exclusions / provider

05 / EQUIPMENT AREA 4

Finishing & packaging

Fill every relevant row. Set priority and status yourself; use N/A where a field does not apply.

19 Manual finishing tools

Purpose: finishing; include piping bags, nozzles, turntables and hand tools.

Priority: N / O / L / NA	Quantity / capacity / size	Status (see page 1)

Utilities / site needs (or N/A)	Supplier / model / quote reference

Equipment subtotal	Installation cost	Warranty: term / exclusions / provider

20 Suitable product display

Purpose: presentation; select ambient or refrigerated display for your products.

Priority: N / O / L / NA	Quantity / capacity / size	Status (see page 1)

Utilities / site needs (or N/A)	Supplier / model / quote reference

Equipment subtotal	Installation cost	Warranty: term / exclusions / provider

21 Boxes, film, labels and wrapping supplies

Purpose: product protection and identification; budget ongoing replenishment.

Priority: N / O / L / NA	Quantity / capacity / size	Status (see page 1)

Utilities / site needs (or N/A)	Supplier / model / quote reference

Equipment subtotal	Installation cost	Warranty: term / exclusions / provider

22 Handwashing facilities

Purpose: hand hygiene; confirm requirements for your premises locally.

Priority: N / O / L / NA	Quantity / capacity / size	Status (see page 1)

Utilities / site needs (or N/A)	Supplier / model / quote reference

Equipment subtotal	Installation cost	Warranty: term / exclusions / provider

23 Warewashing and sanitation supplies

Purpose: cleaning and sanitation; include suitable sinks or washing equipment.

Priority: N / O / L / NA	Quantity / capacity / size	Status (see page 1)

Utilities / site needs (or N/A)	Supplier / model / quote reference

Equipment subtotal	Installation cost	Warranty: term / exclusions / provider

24 Additional requirement / menu-specific item

Purpose: record an item not covered above; use page 7 for detailed comparisons.

Priority: N / O / L / NA	Quantity / capacity / size	Status (see page 1)

Utilities / site needs (or N/A)	Supplier / model / quote reference

Equipment subtotal	Installation cost	Warranty: term / exclusions / provider

06 / OPTIONAL AUTOMATION

Evaluate the bottleneck first

HSENDA is the supplier of the examples below. These are optional additions, not a minimum equipment list.

A1 Cream whipping: HSENDA S50

Purpose: prepare whipped cream-based mixes when this step limits output.

Priority: N / O / L / NA	Quantity / capacity / size	Status (see page 1)

Utilities / site needs (or N/A)	Supplier / model / quote reference

Equipment subtotal	Installation cost	Warranty: term / exclusions / provider

A2 Cake decoration: HSENDA SD102

Purpose: automate cake cream application when decorating is the bottleneck.

Priority: N / O / L / NA	Quantity / capacity / size	Status (see page 1)

Utilities / site needs (or N/A)	Supplier / model / quote reference

Equipment subtotal	Installation cost	Warranty: term / exclusions / provider

A3 Depositing: HSENDA SR660

Purpose: deposit, spread or decorate applicable cake and dessert products.

Priority: N / O / L / NA	Quantity / capacity / size	Status (see page 1)

Utilities / site needs (or N/A)	Supplier / model / quote reference

Equipment subtotal	Installation cost	Warranty: term / exclusions / provider

A4 Flow wrapping: HSENDA UP450

Purpose: product wrapping; confirm product, film and pack-format compatibility.

Priority: N / O / L / NA	Quantity / capacity / size	Status (see page 1)

Utilities / site needs (or N/A)	Supplier / model / quote reference

Equipment subtotal	Installation cost	Warranty: term / exclusions / provider

A5 Cartons: HSENDA SK20 / BS50

Purpose: carton erecting / sealing; assess models separately if both are needed.

Priority: N / O / L / NA	Quantity / capacity / size	Status (see page 1)

Utilities / site needs (or N/A)	Supplier / model / quote reference

Equipment subtotal	Installation cost	Warranty: term / exclusions / provider

Before approval: compare the investment with expected labor savings, saleable output, changeover and cleaning time, consumables, maintenance and other operating costs. Request a product trial and written specifications. Use page 7 for each shortlisted model; duplicate this page for additional automation.

07 / COMPARE SUPPLIERS

Compare the total purchase cost

One item per sheet. Duplicate for additional purchases. All amounts and totals are entered manually.

Item ID / equipment / required quantity and capacity

COMPARISON FIELD	SUPPLIER A	SUPPLIER B	SUPPLIER C
Supplier / model			
Quote reference / date			
Quote validity / lead time			
New / used; quantity			
Capacity / utility compatibility			
Equipment subtotal			
Freight / delivery / handling			
Tax / duties, if applicable			
Installation / commissioning			
Site work / utility upgrades			
Other costs (specify below)			
TOTAL PURCHASE COST			
Warranty term / exclusions			
Service / parts support			
Payment terms			

Total = equipment + freight + applicable tax/duties + installation + site work + other costs. Avoid double counting included charges. Record exclusions; recurring costs are compared separately.

Other-cost details / exclusions / recurring-cost notes

08 / BEFORE YOU ORDER

Confirm, approve & track

Use this final check for each major purchase. An unchecked box means follow-up is still required.

Item ID / selected model / supplier

Responsible person / approval date

Expected delivery / installation date

- [ ] Menu, batch capacity and expected throughput confirmed.
- [ ] Product trial or other fit-for-purpose evidence reviewed, where needed.
- [ ] Footprint, access, doorways and delivery route checked.
- [ ] Voltage, phase, amperage and connection needs confirmed.
- [ ] Water, drainage, gas or compressed-air needs confirmed, or N/A.
- [ ] Ventilation, exhaust and site requirements confirmed with relevant advisers.
- [ ] Applicable local food-safety and premises requirements confirmed.
- [ ] Quote scope, exclusions, total cost and payment terms confirmed.
- [ ] Warranty scope, exclusions, service and spare-parts support confirmed.
- [ ] Delivery, installation, commissioning and training responsibilities agreed.
- [ ] Cleaning and maintenance instructions received; service log assigned.
- [ ] Delivery inspection, setup checks and operational readiness recorded.

Outstanding actions / owner / due date

Decision: proceed / hold / reject, with reason

Use this template to organize decisions, not to replace manufacturer instructions or local approvals. Food safety and utility requirements depend on the product, model and premises. Confirm them before purchase or operation.