[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Bakery production schedule

Daily bake plan - what goes in which oven, when, and who bakes it.

Date	[Date]
Head baker	[Name]

Bake schedule

Time	Product	Batch size	Oven	Baker	Notes
04:00	[e.g. sourdough]	[qty]	[oven]	[name]	
05:30	[e.g. croissants]	[qty]	[oven]	[name]	

Sign-off

Prepared by	Signature	Date