



Customizable Grocery Sheets

Make a Copy and Rename:

A copy of OOC's Full Grocery List Tool or Vacation Shopping List Tool will be saved to your Google Drive automatically. This tool can be customized and used for multiple occasions including summer vacation lists, holiday menus, and weekly/monthly lists. Please Click File>Make a Copy to save your different versions.

Suggested Format: **Type.Date** (Vacation.Aug2019)

Definition of Tabs:

Items:

All items have been placed into specific categories. Items with an * asterisk have multiple options. Please use the drop-down menu to choose your preferences. If you prefer more than one item, choose **OTHER** and specify in the Details section of the Shopping List.

Legend
Pantry items
Freezer Items
Refrigerator Items
Miscellaneous Items
Additional Items

Pantry Items: Items usually found in the main aisles of the grocery store. Items are typically “shelf-stable”.

Freezer Items: Items are usually found in the freezer section of the grocery store, or when purchased may be put into the freezer for storage. For example, Meat & Seafood, items may be purchased in bulk and then placed in the freezer until needed.

Refrigerator Items: Items are usually found in the refrigerated cases of the grocery store, or when purchased may be put into the refrigerator for storage. For example, condiments like mayo, mustard, are found in the main aisles of stores, but once opened will need to be refrigerated.

Miscellaneous Items: Items that are non-food items such as paper, plastic, storage items as well as cleaning supplies.

Additional Items: Any item not listed or extra items such as cosmetics, pet supplies, baby supplies, office supplies, pharmaceuticals or prescription medicines.

Shopping List:

The Shopping List Tab is automatically populated with Category, Item, and Qty to Buy. The Details/Notes/Reminders column is for you to **add information like type, brand, specific size** of each item. At the bottom of the Shopping List, you may add your own unique items such as cosmetics, pet supplies, baby supplies, office supplies, pharmaceuticals or prescription medicines (anything not included in categories). The Shopping List can be printed, or it can be saved as a PDF and submitted for Grocery Delivery service. (Detailed instructions on how to export and submit are listed below.)

See Shopping List Tab example below:

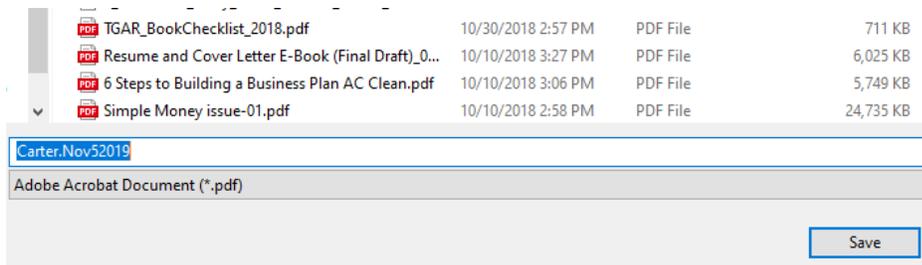
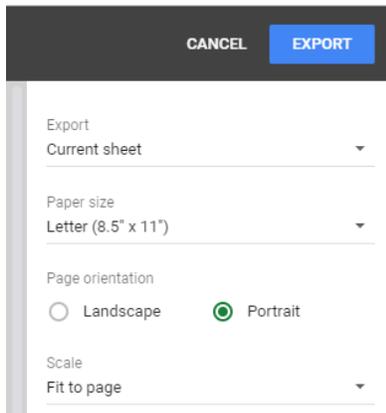
	A	B	C	D
1	Category	Item	Qty to Buy	Details/Notes/Reminders
2	Beverages/Tea/Coffee	Bottled Waters	10	Aquafina-16 oz
3	Beverages/Tea/Coffee	Bottled/Box Juices- Other	2	Orange-Pulp Free, V8 cans
4	Beverages/Tea/Coffee	Coffee- Regular	1	dark roast
5	Beverages/Tea/Coffee	Soda- Other	2	2L bottles-Coke, Diet Coke
6	Beverages/Tea/Coffee	Regular Tea	1	
7	Canned Vegetables	Canned Beans- Other	3	Pork N Beans, Ranch, Black
8	Canned Vegetables	Corn	1	
9	Rice/Pasta/Grains/Dry Beans	Pasta/Noodles- Other	2	Angel Hair, Bowties
10	Rice/Pasta/Grains/Dry Beans	Rice- Other	2	Boil in bag--white, brown
11	Baking Supplies	Brownie Mix	1	
12	Baking Supplies	Muffin Mix	2	blueberry, banana nut
13	Baking Supplies	Sugar	1	small container
14	Baking Supplies	Sugar Free Sweetners*	1	stevia
15	Seasonings & Spices	Pepper	1	shaker
16	Seasonings & Spices	Salt	1	shaker
17	Sauces/Syrups/Spreads	Cocktail/Tartar Sauce	1	cocktail
18	Breakfast Bars/Cereal	Breakfast Bars	6	Nutri Grain-1 box
19	Bread	Artisan Bread Loaf	1	sour dough
20	Nuts/Chips/Snacks	PF Gold Fish	1	Ind packets

How to Create a Customized Inventory and Shopping List:

- 1) Review all items and select your preferences of items with an * asterisk.
- 2) Populate the Inventory Tab with your Selections, Qty Needed, and Qty on Hand. *If you have more than 10 items in any category, please add those Selections in the category: Additional Items*
- 3) Add details (type, brands, size) to Shopping List.
- 4) Print the Shopping List and head to the store, order groceries for pick up, or submit for Grocery Delivery (Limited area)
- 5) To submit from website, <https://organized-occasions.com/submit-sheets/> or email to GCarter@Organized-Occasions.com. Please only send the Shopping List. Click FILE>Download As> PDF Document. Select Portrait for Page Orientation. Click EXPORT box (upper right corner) and change the file name, and save.

Suggested Format: **Last Name.Delivery Date (Carter.Nov52019)**

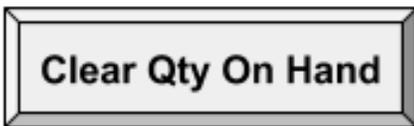
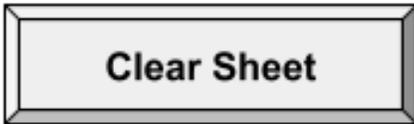
- 6) Select this file to upload and submit from website.



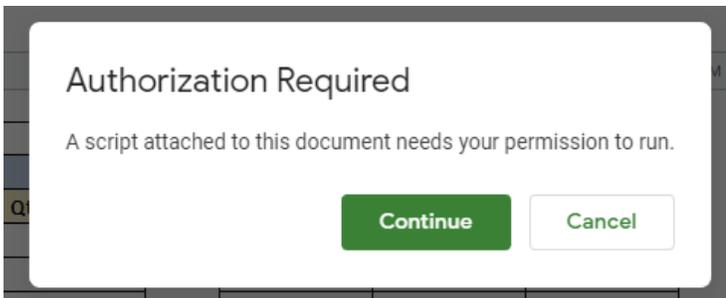
- 7) All Shopping Lists submitted for Grocery Delivery will receive a phone call to review order for clarification. A Client Contract will be emailed to you (sample contract available on website).

How to Clear Sheet and Make a New Shopping List:

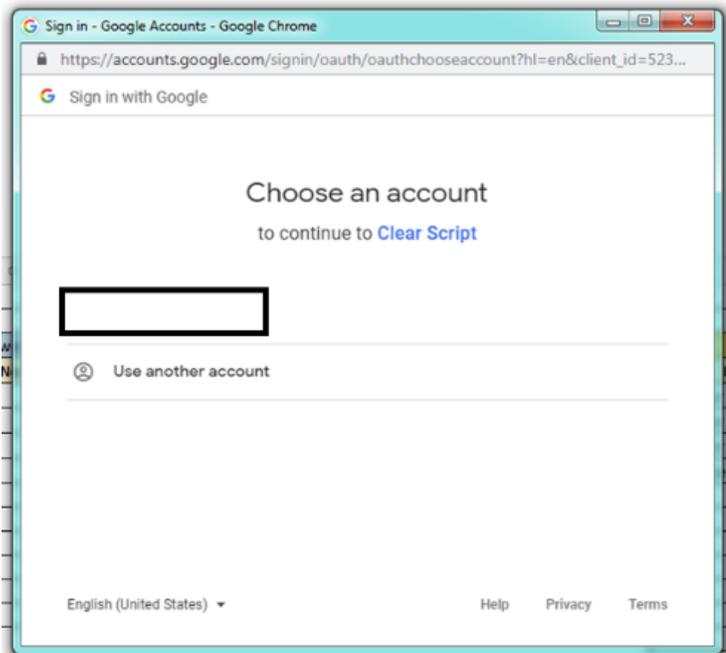
Important Note: These buttons need your permission to run the first time. You are not at any risk and it is only because Google classifies code written in Google scripts as an “app that isn't verified”. <https://developers.google.com/apps-script/guides/client-verification>



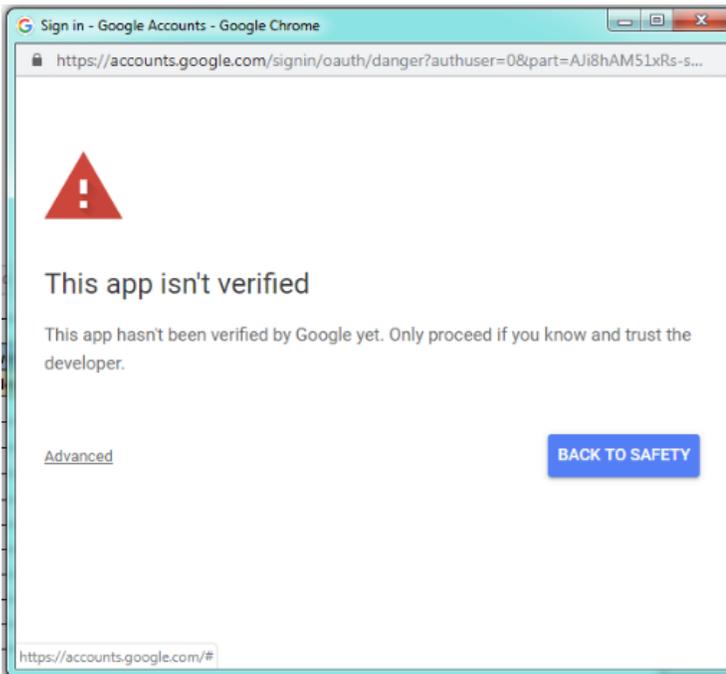
Here is how it will look:



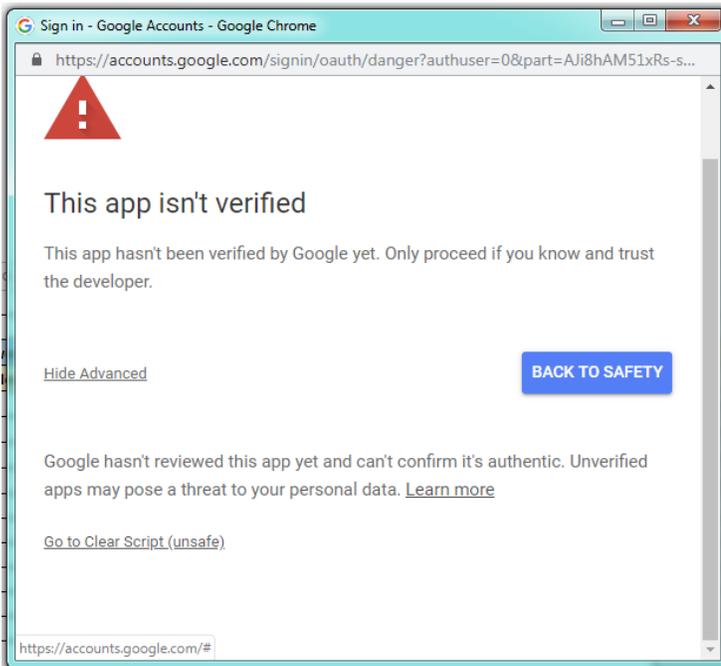
Select Continue



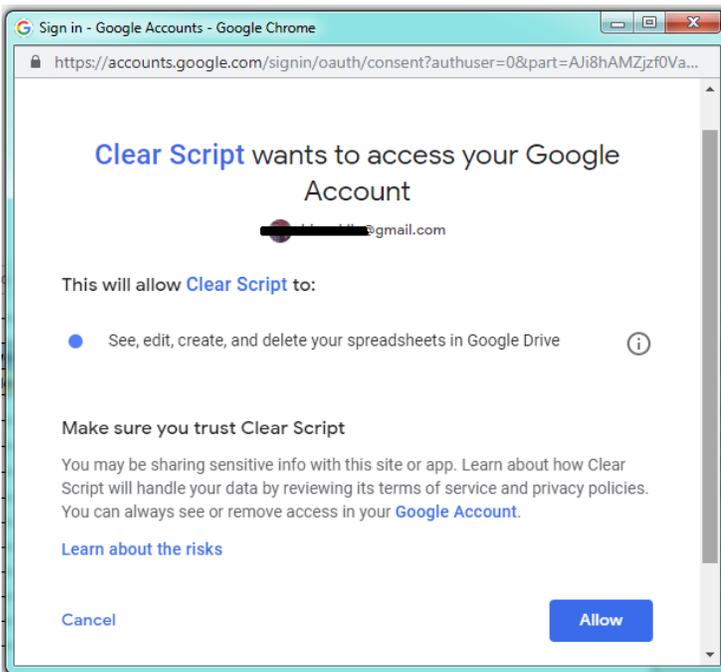
Select your Google Account



Select Advanced



Select Go To Clear Script (unsafe)



Select Allow

Clear Sheet: Caution!!! This clears everything from **Inventory Tab** (Items, Qty Needed, Qty On Hand) and **Shopping List Tab** (Category, Item, Qty Needed, and Details/Notes/Reminders).

Clear Items: Clears all Items selected and placed on the Inventory Tab (first column in each category).

Clear Qty Needed: Clears the Qty Needed, but leaves the Items selected (second column in each category). Qty Needed can change based on length of stay, the number of people, space available and frequency of purchasing.

Clear Qty On Hand: Clears the Qty on Hand (third column in each category), leaves Items and Qty Needed. Qty on Hand will change as you use the purchased Items. Adjusting the Qty on Hand will allow you to create a new Shopping List.