

About This Bundle

The KitchenEDU Financial and Billing Bundle is a set of forms, logs, templates, and reference tools designed to help shared kitchen operators build a financially sound operation. These resources cover pricing strategy, revenue tracking, billing administration, deposit management, and financial planning.

Every document in this bundle connects to the Shared Kitchen Operations Manual pricing and billing policies, and draws from the Prep and Prosper Shared Kitchen Workbook frameworks for COGS, billing plans, and fee structures. The Revenue Estimator spreadsheet is included as a companion file.

Bundle Contents

The Financial and Billing Bundle includes 13 documents and a companion Revenue Estimator spreadsheet. Click any document name to jump directly to it.

1. [Pricing Sheet](#)

Outlines billing plan options, hourly kitchen rates, storage rental rates, and equipment rental rates. The operator-facing rate card for clients.

2. [Fee Schedule](#)

Documents all recurring and one-off fees charged by the kitchen, including technology, membership, and administrative fees.

3. [Fines and Violations List](#)

Reference list of all violations, corresponding fines, and escalation actions. Supports consistent policy enforcement.

4. [Refund and Credit Request Form](#)

Used to document and track client refund or credit requests, approvals, and outcomes.

5. [Rate Structure Audit](#)

A structured worksheet for reviewing and auditing the kitchen's current rate structure against operational costs. Helps operators determine when rates need adjustment.

6. [Client Billing Summary Log](#)

A monthly log for tracking each client's plan, hours used, overage, fees assessed, and payment status at a glance.

7. [Late Payment Tracker](#)

Logs all late payment instances, follow-up actions taken, outcomes, and resolution dates. Supports consistent enforcement of the late payment policy.

8. [Deposit Tracker](#)

Tracks security deposits collected from each client, partial deductions applied, and refund status upon offboarding.

9. [Billing Plan Change Request Form](#)

Completed by clients who want to upgrade, downgrade, or modify their billing plan. Creates a formal record of requested changes and approval.

10. [Chart of Accounts for Shared Kitchen Operations](#)

A structured chart of accounts tailored to shared kitchen financials. Designed to be used with standard bookkeeping or accounting software.

11. [Space Utilization Audit](#)

Tracks bookable hours available versus hours booked across stations and time periods. Helps identify underutilized capacity and revenue gaps.

12. [Storage Inventory and Revenue Tracker](#)

Logs all available storage units by type and temperature, tracks which clients are assigned to each unit, and calculates monthly storage revenue.

13. [Client Offboarding Financial Checklist](#)

Ensures all financial loose ends are resolved before a client departs: final invoices, deposit disposition, outstanding balances, and billing access termination.

Implementation Best Practices

Know your COGS before setting rates

Every rate you charge should be grounded in your actual cost of goods sold. Use the Revenue Estimator spreadsheet alongside this bundle to model different rate scenarios before committing to a pricing structure. Revisit your COGS quarterly, especially after any change to rent, utilities, pest control, or staffing.

✓ Best Practice: Per the Prep and Prosper Workbook: 90% of clients on The Food Corridor are on monthly billing plans. Prioritize building a clear tiered monthly plan structure before building out hourly options.

Enforce policies consistently from day one

The Late Payment Tracker and Fines and Violations List are only effective if used consistently. Document every instance, apply fees without exception, and keep records. Inconsistent enforcement creates disputes and a culture where policies are not taken seriously. Reinforce all financial policies during client orientation and document them in the Operations Manual.

✓ Best Practice: Over 85% of top kitchens on The Food Corridor institute a cancellation fee. Build cancellation, late payment, and cleaning fines into your fee schedule before your first client moves in.

Treat storage as a primary revenue stream

For top-performing kitchens on The Food Corridor, monthly storage is the largest source of recurring revenue. Use the Storage Inventory and Revenue Tracker to maintain an accurate, current view of what is assigned, what is available, and what you are earning from storage each month. Run a storage audit monthly before invoices go out.

✓ Best Practice: Offer storage in multiple sizes and temperatures. Clients often need a combination of dry, cold, and frozen. The more granular your storage offerings, the more revenue opportunities you can capture.

Review utilization before adjusting rates

Before raising or lowering rates, run a Space Utilization Audit to understand whether the issue is pricing or booking behavior. A kitchen that is 60% utilized at current rates may benefit more from targeted marketing than a rate reduction. Conversely, a fully booked kitchen with a waitlist is a clear signal to revisit pricing.

✓ Best Practice: Use the Rate Structure Audit annually at minimum, and any time a major operational cost changes. Compare your current rates against industry benchmarks: per the Prep and Prosper Workbook, hourly rates range from \$15 to \$55 with \$30 as the most common.

Manage deposits carefully

Security deposits are a financial and legal instrument. Keep the Deposit Tracker current and document any deductions with specifics: what was damaged, what it cost to repair or replace, and when the deduction was

communicated to the client. Deposits are typically returned within 30 days of offboarding. Use the Client Offboarding Financial Checklist to ensure no steps are missed.

Use the chart of accounts from the start

Setting up your bookkeeping with the right account structure early saves significant time at tax season and makes financial reporting much cleaner. The Chart of Accounts in this bundle is tailored to shared kitchen operations and maps to standard categories used in QuickBooks, Wave, and similar tools. Engage a bookkeeper or accountant familiar with small food businesses when possible.

Resources

The following resources are referenced in this bundle or relevant to shared kitchen financial operations:

- **Prep and Prosper Shared Kitchen Workbook:** thefoodcorridor.com/workbook
- **Shared Kitchen Toolkit:** thefoodcorridor.com/toolkit-guide
- **Shared Kitchen Operations Manual:** thefoodcorridor.com/operations-manual
- **The Food Corridor Software (billing, reporting, invoicing):** thefoodcorridor.com
- **The Kitchen Door (listing and lead generation):** thekitchendoor.com
- **Network for Incubator and Commissary Kitchens (NICK):** [Facebook Group](#)
- **Whisked Conversation: Good Food CFO:** youtube.com/watch?v=oBvPo2AyrvM&feature=youtu.be