

Physical Inventory Form

Type of form: Operational

This form is used to record all of the pertinent information obtained from a physical audit of the operation's inventory. Using this standardized form will keep the audit information in an organized manner. The physical inventory form is used when auditing the liquor, beer, wine and non-alcoholic beverages. Every bottle, keg and magnum must be included in the audit. Depending on the sales volume of the bar, audits should be conducted daily, weekly, but no less than monthly. The physical inventory form is the sixth and final step of the inventory control system.

Use this form in conjunction with forms #1, 3, 4, 5, 7, 8, and 9 from *Successful Beverage Management Forms Booklet*.

PHYSICAL INVENTORY FORM

Date: April 30, 2004 Total Liquor: \$6,946
 Inventory by: Karen Bellows Total Beer: _____
 Extension by: John Hennessey Total Wine: _____
 Examined by: Jim Albright Total NABs: _____

ITEM	SIZE	OPEN OR PARTIAL BOTTLES		FULL BOTTLES		STORE ROOM	TOTAL	COST	EXTENSION
		#1	#2	#1	#2				
Absolut	liter	.6	.8	2	2	2	7.4	\$ 15.33	\$ 113.44
Absolut Citron	liter	.8	.2	1	1	2	5.0	\$ 15.83	\$ 79.15
Absolut Peppar	liter	.5	.3	1	1	1	3.8	\$ 15.83	\$ 60.15
Amaretto Saronno	liter	.9	.4	1	1	2	5.3	\$ 20.90	\$ 110.77
Bailey's Irish	liter	.3	.7	1	1	2	5.0	\$ 22.58	\$ 112.90
Beefeater	liter	.8	.6	1	1	3	6.4	\$ 15.35	\$ 98.24
Benedictine	liter	.5	.7	1	0	1	3.2	\$ 28.28	\$ 90.50
Bombay	liter	.8	.9	1	1	2	5.7	\$ 15.47	\$ 88.18
Bombay Sapphire	liter	.9	.1	1	1	1	4.0	\$ 16.70	\$ 66.80
Campani	liter	.1	.2	1	1	1	3.3	\$ 17.13	\$ 56.53
Canadian Club	liter	.8	.5	1	1	2	5.3	\$ 12.90	\$ 68.37
Chambord	750ml	.7	.7	1	0	1	3.4	\$ 18.29	\$ 62.19
Chivas Regal	liter	.3	.9	1	1	2	5.2	\$ 24.68	\$ 128.34
Cointreau	liter	.6	.7	1	0	1	3.3	\$ 28.91	\$ 153.22
Courvoisier VS	liter	.9	.8	1	0	1	3.7	\$ 26.15	\$ 96.75
Creme Banana	liter	.4	.6	1	1	1	4.0	\$ 8.44	\$ 33.76
Creme Cacao/wh	liter	.8	.4	1	1	1	4.2	\$ 8.44	\$ 35.45
Creme Cacao/br	liter	.4	.7	1	1	1	4.1	\$ 8.44	\$ 34.60
Creme Menthe	liter	.7	.1	1	1	1	3.8	\$ 8.44	\$ 32.07
Crown Royal	liter	.8	.9	1	1	1	4.7	\$ 21.14	\$ 99.36
Cuervo Especial	liter	.3	.6	2	2	2	6.9	\$ 14.57	\$ 100.53
Cutty Sark	liter	.7	.7	1	1	1	4.4	\$ 17.53	\$ 77.13
Dewar's Scotch	liter	.4	.5	2	1	2	5.9	\$ 18.83	\$ 111.10
Drambuie	liter	.8	.3	1	1	1	4.1	\$ 30.50	\$ 125.05
E. & J. Brandy	liter	.8	.5	1	1	2	5.3	\$ 9.88	\$ 52.36
El Tesoro Silver	750ml	.1	.4	1	1	1	3.5	\$ 24.17	\$ 84.59
El Tesoro Anejo	750ml	.4	.9	1	0	1	3.3	\$ 29.17	\$ 96.26
Franclico	750ml	.7	.6	1	1	2	5.3	\$ 17.50	\$ 92.70
EXTENSION TOTAL								\$	\$2,360.54

