



FREE TEMPLATE

Bar Inventory Count Sheet

One sheet per section. Count in the unit that is in front of you.

Before you count

1 One sheet per section.

Main bar, second bar, patio bar, liquor room, walk-in, storeroom. The same product in two places is two lines, not one total.

3 Fill in the vendor item.

Without a purchase price behind the line, a count is a quantity, not an inventory. It produces no value, no usage and no variance.

5 Count in whatever unit is in front of you.

A case is a case; a loose can is a can. Use the alternate unit columns for products that live in both states. Converting in your head is where counts go wrong.

2 One line per format.

Cans and kegs of the same beer are separate lines, because the invoice separates them and the price per unit differs. So are a 750 ml and a 1 L of the same gin.

4 Pick your order and write it at the top.

Sheet-to-shelf is the order you physically walk the room. Category order groups beer, wine and spirits. Pick one and keep it - two counts in different orders are not comparable.

6 Partial bottles: by eye, in tenths.

Record 0.4 or 0.7 rather than "about half". Agree the sight lines once, with whoever else counts, and use the same ones every week.

Count unit

The measure you record a product in when you count it — a can, a case, a bottle, a keg. It is not the same as the unit you bought it in or the unit you sell it in, and one product can carry more than one.

Bar Inventory Count Sheet



Section _____

Date _____

Counted by _____

Order: ☐ Sheet-to-shelf ☐ Category

[illegible]

Most bars already count. The count just never reaches anything that can subtract one week from the next — it ends up on a notepad, in a phone photo, or in the wrong field of a system nobody checks.

This sheet is built to be the place the count lands.

Print one per section. Keep the order the same every week.

Tired of counting by hand?

Opsi Restaurant Intelligence is GoTab's back-of-house platform. It builds your count guides, lets you count in whatever unit you like from any device, pulls purchase prices straight off your invoices, and reports the variance — so the count becomes a check, not a discovery.

gotab.com/integrations/opsi-restaurant-management-platform



Talk With Our Experts

GoTab is the commerce platform behind the bar — ordering, payments and open tabs — and it talks to the inventory system you choose, so what sells depletes what is on the shelf. Two systems, one count that adds up.

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