Restaurant stocktake and inventory sheet

Business name: _____ **Date of count:** _____ **Time:** _____

Write your items in the order they sit on the shelves. Count each area and write the quantity in the unit you buy in, for example kg, bottle or case. Take the unit cost from the latest invoice and use the same price basis every time (with or without tax). Value = quantity counted x unit cost.

Dry store

Item	Unit	Quantity counted	Unit cost	Value	Note (use by, damage)
				Area total	
				Counted by (initials)	

Fridge and cold room

Item	Unit	Quantity counted	Unit cost	Value	Note (use by, damage)
				Area total	
				Counted by (initials)	

Restaurant stocktake and inventory sheet

Freezer

Item	Unit	Quantity counted	Unit cost	Value	Note (use by, damage)
			Area total		
			Counted by (initials)		

Bar, drinks and other

Item	Unit	Quantity counted	Unit cost	Value	Note (use by, damage)
			Area total		
			Counted by (initials)		

Summary

Area	Value this count	Value last count	Difference
Dry store			
Fridge and cold room			
Freezer			
Bar, drinks and other			
Total stock value			

Counted by (name, signature) Checked by (name, signature) Date