

**Perpetual Inventory/Order Guide**

**Your restaurant name**

Your CATEGORY here				UNIT	SUPPLIER	PAR	DATE:	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Product 1	You can enter your inventory category here. (Example: Liquor, Beer, Meat, Produce, etc.)  Note: Create a separate worksheet for each inventory category.			BEG																	
IN																					
OUT																					
Product 2				BEG																	
Product 3				IN																	
Product 4				OUT																	
				BEG																	
				IN																	
				OUT																	
				BEG																	
				IN																	
				OUT																	
				BEG																	
				IN																	
				OUT																	
				BEG																	
				IN																	
				OUT																	
				BEG																	
				IN																	
				OUT																	

**Applying the Perpetual Inventory Form to Your Operation**

- This form is an everyday tool and is intended to be printed, attached to a clipboard and posted in the kitchen, bar or office.
- A separate sheet(s) should be created for each inventory category. Products, units, suppliers and par levels should be typed in and saved before printing.
- The primary function of the form is to serve as an ordering guide
- The secondary function serves as a perpetual inventory for liquor closets, uniforms, linens, and key items for which you want to maintain a controlled distribution.
- This form also serves as an inventory recording tool for end of week or end of month inventories.
- Arrange the items on this form in the same order as those on your inventory calculation spreadsheet. This enables the ending inventory input to be quick.
- The BEG, IN and OUT boxes for each day should be written in pencil for recording counts (BEG), purchases or orders (IN), or distribution (OUT).
- Order quantities are written in the IN box for the day it is to be delivered. Circle the ordered quantity when it is received.

Example:

**Restaurant  
owner.com**

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Monday

	Mon	Tue	Wed
BEG	3		
IN		2	
OUT	1		

This example shows that we started with 3 units Monday morning. 2 units were ordered for Tuesday delivery. 1 unit was distributed for production.

Tuesday

	Mon	Tue	Wed
BEG	3	2	
IN		②	3
OUT	1		

Tuesday began with 2 units on hand. The circle around the quantity ordered Monday for Tuesday delivery indicates that the ordered amount came in. It also shows that 3 units were ordered for Wednesday delivery.

Wednesday

	Mon	Tue	Wed
BEG	3	2	4
IN		②	①
OUT	1		2

Wednesday began with 4 units on hand. The circled 1 in the IN box confirms that only 1 of the 3 units ordered on Tuesday was received (The 3 was erased and replaced with the 1). The 2 in the OUT box shows that 2 units were distributed for production.