

THE GRAVITY RESTAURANT LEADERSHIP SYSTEM

Bar Inventory & Ordering

Forms Companion Pack

The controlled-form register and reusable inventory, order, receiving, vendor, par, and management-review tools.

40 ORIGINAL RESOURCE PAGES

Extracted from Restaurant Bar, Beverage Inventory & Ordering Book

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THOMAS MONROE BOOKS

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How to Use This Companion Pack

This pack separates the reusable forms, worksheets, checklists, exercises, and control tools from the current source book so managers can print the operating pages without reprinting the full book. Read the source book for instruction, examples, context, and current use guidance.

Included resource groups

- Inventory and Gravity Smart Order forms
- Par, target, receiving, vendor, and cost-change controls
- Supply, weekly operating, monthly review, and annual tools
- Responsibility and verification standard

Control note

Use only the tools that solve a real operating need. Assign an owner, train the standard, preserve required records, and return to [ThomasMonroeBooks.com](https://thomasmonroebooks.com) for current approved releases. This pack does not replace legal, safety, employment, accounting, or regulatory guidance.

APPENDIX A - GLOSSARY

Actual Beverage Cost %: Actual Product Usage at Cost divided by Beverage Sales $\times 100$, using the restaurant's defined reporting categories.

Actual Product Usage at Cost: Dollar-based financial usage: Beginning Inventory + Purchases + Transfers In - Transfers Out - Ending Inventory.

Actual Usage: Physical product movement calculated in consistent physical units. Do not mix with dollar-based usage.

Dead Inventory: Product consuming cash and space without sufficient useful movement or approved purpose.

Deplete - D: Status instructing the operation to use responsibly where approved but not automatically reorder.

Extended Cost: Purchase Quantity $\times$ Unit Cost.

Final Order: Suggested Order plus or minus an approved management adjustment.

Gravity Smart Order: The controlled order process that starts with Target Need and Usable Inventory On Hand, then documents management adjustment.

Inventory Value: Quantity On Hand $\times$ Unit Cost.

Menu Reach: Number of approved, sellable drinks an ingredient helps the restaurant produce.

Operating Supply Purchase: Bar operating supplies that do not enter beverage-product cost calculations.

Par: Approved normal inventory level.

Physical On Hand: Product physically present before unusable or committed product is removed from the ordering decision.

Suggested Order: Target Need - Usable Inventory On Hand.

Target Need: The applicable target used for the current order: normally Par, or an approved Temporary Target during an exception.

Temporary Target: Approved temporary inventory level for an event, holiday, shortage recovery, or other documented exception.

Unit Cost: Cost of one defined purchase/count unit.

Usable Inventory On Hand: Physical On Hand minus unusable or committed product.

Usage Variance: Actual Usage - Theoretical Usage. Positive means actual usage exceeded theoretical usage. Variance is a question, not an accusation.

Vendor Credit: Documented amount owed back to the restaurant for an approved shortage, damage, return, pricing correction, or other valid reason.

APPENDIX B - FORMULA QUICK REFERENCE

Inventory Value = Quantity On Hand $\times$ Unit Cost

Open-Bottle Value = Open-Bottle Equivalent $\times$ Full-Bottle Unit Cost

Extended Cost = Purchase Quantity $\times$ Unit Cost

Usable Inventory On Hand = Physical On Hand - Unusable / Committed Product

Suggested Order = Target Need - Usable Inventory On Hand

Final Order = Suggested Order +/- Approved Management Adjustment

Target Need = Par under normal conditions / Temporary Target during an approved exception

Actual Product Usage at Cost = Beginning Inventory + Purchases + Transfers In - Transfers Out - Ending Inventory

Physical Actual Usage = Beginning Quantity + Purchases + Transfers In - Transfers Out - Ending Quantity

Usage Variance = Actual Usage - Theoretical Usage

Expected Ending Inventory = Previous Count + Purchases + Transfers In - Transfers Out - Documented Usage / Adjustments

Dollar Change = New Cost - Previous Cost

Cost Change % = Dollar Change $\div$ Previous Cost $\times 100$

Beverage Cost % = Beverage Cost $\div$ Beverage Sales $\times 100$

Truth first. Calculation second. Decision third. Action fourth. Verification always.

A formula never replaces judgment. Check the count, units, purchases, transfers, recipes, POS records, waste, receiving, and operating standards before assigning a cause.

APPENDIX C - CONTROLLED FORM REGISTER

The form belongs to the process—not to the page it happens to appear on. One process → one authoritative Form ID → controlled revisions → reuse across products.

Form ID	Controlled Form	Revision
GRV-BEV-INV-01	Master Beverage Inventory	Rev 1.0
GRV-BEV-INV-02	Liquor Inventory & Order	Rev 1.0
GRV-BEV-INV-03	Wine Inventory & Order	Rev 1.0
GRV-BEV-INV-04	Packaged Beer Inventory & Order	Rev 1.0
GRV-BEV-INV-05	Draft Beer Inventory & Order	Rev 1.0
GRV-BEV-INV-06	Mixer, Juice & Garnish Inventory	Rev 1.0
GRV-BEV-INV-07	Zero-Proof Inventory	Rev 1.0
GRV-BEV-INV-08	Inventory Accuracy Test	Rev 1.0
GRV-BEV-INV-09	Dead Inventory Review	Rev 1.0
GRV-BEV-INV-10	First Inventory Summary	Rev 1.0
GRV-BEV-INV-11	Standard On-Hand Inventory Worksheet	Rev 1.0
GRV-BEV-INV-12	Current Bar Inventory Reality Check	Rev 1.0
GRV-BEV-ORD-01	Gravity Smart Order	Rev 1.0
GRV-BEV-ORD-02	Weekly Order Exception Record	Rev 1.0
GRV-BEV-ORD-03	Order Budget Control	Rev 1.0
GRV-BEV-ORD-04	Event & Holiday Order Planner	Rev 1.0
GRV-BEV-ORD-05	Weekly Purchase Summary	Rev 1.0
GRV-BEV-ORD-06	Do-Not-Reorder / Depletion Register	Rev 1.0
GRV-BEV-PAR-01	Par-Building Worksheet	Rev 1.0
GRV-BEV-PAR-02	Par Change Authorization	Rev 1.0
GRV-BEV-PAR-03	Temporary Target Record	Rev 1.0
GRV-BEV-PAR-04	Annual Par Review	Rev 1.0
GRV-BEV-REC-01	Receiving Verification	Rev 1.0
GRV-BEV-REC-02	Vendor Credit Tracker	Rev 1.0
GRV-BEV-VND-01	Vendor Comparison	Rev 1.0
GRV-BEV-VND-02	Vendor Review Card	Rev 1.0
GRV-BEV-VND-03	Annual Vendor Review	Rev 1.0
GRV-BEV-CST-02	Cost Change Register	Rev 1.0
GRV-BEV-SUP-01	Bar Supply Inventory & Order	Rev 1.0
GRV-BEV-SUP-02	Supply Par Register	Rev 1.0
GRV-BEV-SUP-03	Supply Stockout Log	Rev 1.0
GRV-BEV-MGT-07	Monthly Management Review	Rev 1.0
GRV-BEV-MGT-08	Annual Beverage Purchasing Review	Rev 1.0
GRV-BEV-MGT-09	Annual Inventory Quality Review	Rev 1.0
GRV-BEV-FUL-01	Weekly Beverage Operating Record	Rev 1.0
GRV-BEV-FUL-02	Refill Book Transition Record	Rev 1.0

GRV-BEV-REC-03 and GRV-BEV-FUL-03 are not active in this release. Their earlier concepts are covered by the Receiving Verification / Vendor Credit process and the annual review / refill-transition process respectively.

MASTER BEVERAGE INVENTORY

GRV-BEV-INV-01 | Rev 1.0 | Gravity Beverage Control

Restaurant	Record Date	Primary Owner	Verifier

Purpose: Maintain the authoritative beverage inventory record across categories, quantities, usable inventory, value, targets, and order need.

Use / Frequency: Set up initially; update during the primary inventory cycle and whenever permanent inventory structure changes.

Product / Category	Size / Unit	Physical On Hand	Unusable / Committed	Usable On Hand	Unit Cost	Value	Par / Target	Order

MANAGEMENT VERIFICATION

Verification Item	Status / Evidence
Source records agree with this form.	☐ Verified ☐ Exception
Exceptions have an owner and due date.	☐ Verified ☐ Exception
Manager review completed.	☐ Verified ☐ Exception

Decision / Follow-Up: _____

Verifier: _____

Date: _____

Follow-Up Due: _____

LIQUOR INVENTORY & ORDER

GRV-BEV-INV-02 | Rev 1.0 | Gravity Beverage Control

Restaurant	Record Date	Primary Owner	Verifier

Purpose: Count usable liquor inventory and build the liquor order from approved targets rather than memory or shelf appearance.

Use / Frequency: Use at each primary liquor inventory/order cycle; verify exceptions before the order is placed.

Product / Category	Size / Unit	Physical On Hand	Unusable / Committed	Usable On Hand	Unit Cost	Value	Par / Target	Order

MANAGEMENT VERIFICATION

Verification Item	Status / Evidence
Source records agree with this form.	☐ Verified ☐ Exception
Exceptions have an owner and due date.	☐ Verified ☐ Exception
Manager review completed.	☐ Verified ☐ Exception

Decision / Follow-Up: _____

Verifier: _____

Date: _____

Follow-Up Due: _____

WINE INVENTORY & ORDER

GRV-BEV-INV-03 | Rev 1.0 | Gravity Beverage Control

Restaurant	Record Date	Primary Owner	Verifier

Purpose: Count usable wine inventory, including open-bottle equivalents where applicable, and build the wine order from approved targets.

Use / Frequency: Use at each primary wine inventory/order cycle and whenever open-wine risk requires an additional check.

Product / Category	Size / Unit	Physical On Hand	Unusable / Committed	Usable On Hand	Unit Cost	Value	Par / Target	Order

MANAGEMENT VERIFICATION

Verification Item	Status / Evidence
Source records agree with this form.	☐ Verified ☐ Exception
Exceptions have an owner and due date.	☐ Verified ☐ Exception
Manager review completed.	☐ Verified ☐ Exception

Decision / Follow-Up: _____

Verifier: _____

Date: _____

Follow-Up Due: _____

PACKAGED BEER INVENTORY & ORDER

GRV-BEV-INV-04 | Rev 1.0 | Gravity Beverage Control

Restaurant	Record Date	Primary Owner	Verifier

Purpose: Count packaged beer inventory by approved unit and build the packaged-beer order from targets and expected demand.

Use / Frequency: Use at each packaged-beer inventory/order cycle; increase frequency when volume, events, or stockout risk justify it.

Product / Category	Size / Unit	Physical On Hand	Unusable / Committed	Usable On Hand	Unit Cost	Value	Par / Target	Order

MANAGEMENT VERIFICATION

Verification Item	Status / Evidence
Source records agree with this form.	☐ Verified ☐ Exception
Exceptions have an owner and due date.	☐ Verified ☐ Exception
Manager review completed.	☐ Verified ☐ Exception

Decision / Follow-Up: _____

Verifier: _____

Date: _____

Follow-Up Due: _____

DRAFT BEER INVENTORY & ORDER

GRV-BEV-INV-05 | Rev 1.0 | Gravity Beverage Control

Restaurant	Record Date	Primary Owner	Verifier

Purpose: Record draft-beer inventory using the restaurant's approved measurement method and build the draft order from verified need.

Use / Frequency: Use at each draft inventory/order cycle and when keg yield, delivery timing, or stockout risk requires review.

Product / Category	Size / Unit	Physical On Hand	Unusable / Committed	Usable On Hand	Unit Cost	Value	Par / Target	Order

MANAGEMENT VERIFICATION

Verification Item	Status / Evidence
Source records agree with this form.	☐ Verified ☐ Exception
Exceptions have an owner and due date.	☐ Verified ☐ Exception
Manager review completed.	☐ Verified ☐ Exception

Decision / Follow-Up: _____

Verifier: _____

Date: _____

Follow-Up Due: _____

MIXER, JUICE & GARNISH INVENTORY

GRV-BEV-INV-06 | Rev 1.0 | Gravity Beverage Control

Restaurant	Record Date	Primary Owner	Verifier

Purpose: Control mixers, juices, syrups, garnishes, and other beverage-support inventory that affects drink availability, waste, and ordering.

Use / Frequency: Use at the primary beverage-support count/order cycle and more often for short-life or high-risk items.

Product / Category	Size / Unit	Physical On Hand	Unusable / Committed	Usable On Hand	Unit Cost	Value	Par / Target	Order

MANAGEMENT VERIFICATION

Verification Item	Status / Evidence
Source records agree with this form.	☐ Verified ☐ Exception
Exceptions have an owner and due date.	☐ Verified ☐ Exception
Manager review completed.	☐ Verified ☐ Exception

Decision / Follow-Up: _____

Verifier: _____

Date: _____

Follow-Up Due: _____

ZERO-PROOF INVENTORY

GRV-BEV-INV-07 | Rev 1.0 | Gravity Beverage Control

Restaurant	Record Date	Primary Owner	Verifier

Purpose: Control the ingredients and finished inventory required for the approved zero-proof beverage program.

Use / Frequency: Use at the normal beverage-support count/order cycle and before events or features that materially change zero-proof demand.

Product / Category	Size / Unit	Physical On Hand	Unusable / Committed	Usable On Hand	Unit Cost	Value	Par / Target	Order

MANAGEMENT VERIFICATION

Verification Item	Status / Evidence
Source records agree with this form.	☐ Verified ☐ Exception
Exceptions have an owner and due date.	☐ Verified ☐ Exception
Manager review completed.	☐ Verified ☐ Exception

Decision / Follow-Up: _____

Verifier: _____

Date: _____

Follow-Up Due: _____

INVENTORY ACCURACY TEST

GRV-BEV-INV-08 | Rev 1.0 | Gravity Beverage Control

Restaurant	Record Date	Primary Owner	Verifier

Purpose: Compare expected ending inventory with the physical count and identify differences that require verification before a cause is assigned.

Use / Frequency: Use when reconciling inventory periods, investigating count reliability, or validating material inventory differences.

Product	Previous Count	Purchases	Transfers In	Transfers Out	Documented Usage / Adj.	Expected Ending	Physical Ending	Difference

MANAGEMENT VERIFICATION

Verification Item	Status / Evidence
Source records agree with this form.	☐ Verified ☐ Exception
Exceptions have an owner and due date.	☐ Verified ☐ Exception
Manager review completed.	☐ Verified ☐ Exception

Decision / Follow-Up: _____

Verifier: _____

Date: _____

Follow-Up Due: _____

DEAD INVENTORY REVIEW

GRV-BEV-INV-09 | Rev 1.0 | Gravity Beverage Control

Restaurant	Record Date	Primary Owner	Verifier

Purpose: Identify slow, dead, deplete, seasonal, or review inventory and document the approved disposition decision.

Use / Frequency: Review monthly and whenever an item shows repeated no-movement, obsolete menu use, or questionable shelf justification.

Product	Qty	Value	Menu Reach	Last Meaningful Use	Status	Decision

MANAGEMENT VERIFICATION

Verification Item	Status / Evidence
Source records agree with this form.	☐ Verified ☐ Exception
Exceptions have an owner and due date.	☐ Verified ☐ Exception
Manager review completed.	☐ Verified ☐ Exception

Decision / Follow-Up: _____

Verifier: _____

Date: _____

Follow-Up Due: _____

FIRST INVENTORY SUMMARY

GRV-BEV-INV-10 | Rev 1.0 | Gravity Beverage Control

Restaurant	Record Date	Primary Owner	Verifier

Purpose: Establish the opening inventory and value baseline by category before the restaurant begins or materially resets the beverage-control process.

Use / Frequency: Complete at initial installation and again only after a documented major reset or ownership/accounting baseline change.

Liquor Inventory Value: _____

Wine Inventory Value: _____

Beer Inventory Value: _____

Mixer / Other Beverage Value: _____

Total Beverage Inventory Value: _____

Dead / Review Inventory Value: _____

MANAGEMENT VERIFICATION

Verification Item	Status / Evidence
Source records agree with this form.	☐ Verified ☐ Exception
Exceptions have an owner and due date.	☐ Verified ☐ Exception
Manager review completed.	☐ Verified ☐ Exception

Decision / Follow-Up: _____

Verifier: _____

Date: _____

Follow-Up Due: _____

STANDARD ON-HAND INVENTORY WORKSHEET

GRV-BEV-INV-11 | Rev 1.0 | Gravity Beverage Control

Restaurant	Record Date	Primary Owner	Verifier

Purpose: Record the approved on-hand inventory architecture so management can compare current stock with the intended operating position.

Use / Frequency: Set up during installation; review when inventory tiers, menu architecture, or approved permanent holdings change.

Product / Category	Size / Unit	Physical On Hand	Unusable / Committed	Usable On Hand	Unit Cost	Value	Par / Target	Order

MANAGEMENT VERIFICATION

Verification Item	Status / Evidence
Source records agree with this form.	☐ Verified ☐ Exception
Exceptions have an owner and due date.	☐ Verified ☐ Exception
Manager review completed.	☐ Verified ☐ Exception

Decision / Follow-Up: _____

Verifier: _____

Date: _____

Follow-Up Due: _____

CURRENT BAR INVENTORY REALITY CHECK

GRV-BEV-INV-12 | Rev 1.0 | Gravity Beverage Control

Restaurant	Record Date	Primary Owner	Verifier

Purpose: Expose the current bar inventory reality, including excess depth, one-use items, uncertain costs, dead stock, and products that lack a clear operating reason.

Use / Frequency: Complete during installation and repeat when inventory bloat, dead stock, or major menu/inventory changes justify a fresh reality check.

Spirit SKUs: _____

Wine SKUs: _____

Packaged Beer SKUs: _____

Draft Selections: _____

Modifier / Liqueur SKUs: _____

Products Not Used in 30 Days: _____

Products With No Current Selling Purpose: _____

MANAGEMENT VERIFICATION

Verification Item	Status / Evidence
Source records agree with this form.	☐ Verified ☐ Exception
Exceptions have an owner and due date.	☐ Verified ☐ Exception
Manager review completed.	☐ Verified ☐ Exception

Decision / Follow-Up: _____

Verifier: _____

Date: _____

Follow-Up Due: _____

GRAVITY SMART ORDER

GRV-BEV-ORD-01 | Rev 1.0 | Gravity Beverage Control

Restaurant	Record Date	Primary Owner	Verifier

Purpose: Build the controlled beverage order from Target Need and Usable Inventory On Hand, then preserve any approved management adjustment.

Use / Frequency: Use for every primary beverage order.

Product	Target Need	Usable On Hand	Suggested Order	Management Adjustment	Reason	Final Order

Suggested Order = Target Need - Usable Inventory On Hand

Final Order = Suggested Order +/- Approved Management Adjustment

MANAGEMENT VERIFICATION

Verification Item	Status / Evidence
Source records agree with this form.	☐ Verified ☐ Exception
Exceptions have an owner and due date.	☐ Verified ☐ Exception
Manager review completed.	☐ Verified ☐ Exception

Decision / Follow-Up: _____

Verifier: _____

Date: _____

Follow-Up Due: _____

WEEKLY ORDER EXCEPTION RECORD

GRV-BEV-ORD-02 | Rev 1.0 | Gravity Beverage Control

Restaurant	Record Date	Primary Owner	Verifier

Purpose: Document why the Final Order differs from the mathematically Suggested Order so the decision can be understood and verified later.

Use / Frequency: Use whenever an approved event, shortage, delivery, weather, price, menu, stockout, or other exception changes the Suggested Order.

- ☐ Event
- ☐ Holiday
- ☐ Weather
- ☐ Large Reservation
- ☐ Promotion
- ☐ Delivery Change
- ☐ Vendor Shortage
- ☐ Price Change
- ☐ Menu Change
- ☐ Stockout Recovery
- ☐ Seasonal Transition
- ☐ Other

Affected Product / Category: _____

Adjustment: _____

Reason / Evidence: _____

MANAGEMENT VERIFICATION

Verification Item	Status / Evidence
Source records agree with this form.	☐ Verified ☐ Exception
Exceptions have an owner and due date.	☐ Verified ☐ Exception
Manager review completed.	☐ Verified ☐ Exception

Decision / Follow-Up: _____

Verifier: _____

Date: _____

Follow-Up Due: _____

ORDER BUDGET CONTROL

GRV-BEV-ORD-03 | Rev 1.0 | Gravity Beverage Control

Restaurant	Record Date	Primary Owner	Verifier

Purpose: Compare the justified order need with the approved purchasing budget so inventory and cash decisions are reviewed together.

Use / Frequency: Use for primary order cycles where a purchasing budget/range is established and whenever an exception materially changes expected spend.

Category	Planned	Proposed	Approved	Difference / Note
Liquor				
Wine				
Beer				
Mixers				
Event / Specialty				
TOTAL				

MANAGEMENT VERIFICATION

Verification Item	Status / Evidence
Source records agree with this form.	☐ Verified ☐ Exception
Exceptions have an owner and due date.	☐ Verified ☐ Exception
Manager review completed.	☐ Verified ☐ Exception

Decision / Follow-Up: _____

Verifier: _____

Date: _____

Follow-Up Due: _____

EVENT & HOLIDAY ORDER PLANNER

GRV-BEV-ORD-04 | Rev 1.0 | Gravity Beverage Control

Restaurant	Record Date	Primary Owner	Verifier

Purpose: Translate an approved event or holiday demand change into temporary beverage targets and an event-specific purchasing plan.

Use / Frequency: Complete before any event/holiday expected to materially change normal beverage demand; close or expire temporary targets afterward.

Event / Holiday: _____

Date: _____

Expected Covers / Demand Change: _____

Item	Normal Target	Temporary Target	Usable On Hand	Suggested Order	Final Order

MANAGEMENT VERIFICATION

Verification Item	Status / Evidence
Source records agree with this form.	☐ Verified ☐ Exception
Exceptions have an owner and due date.	☐ Verified ☐ Exception
Manager review completed.	☐ Verified ☐ Exception

Decision / Follow-Up: _____

Verifier: _____

Date: _____

Follow-Up Due: _____

WEEKLY PURCHASE SUMMARY

GRV-BEV-ORD-05 | Rev 1.0 | Gravity Beverage Control

Restaurant	Record Date	Primary Owner	Verifier

Purpose: Summarize actual weekly beverage-product and supply purchases by category so management can see where the purchasing story changed.

Use / Frequency: Complete weekly from invoice records; review against plan, sales, inventory value, and known exceptions.

Category	Planned	Actual	Difference	Reason / Action
Liquor				
Wine				
Packaged Beer				
Draft				
Mixers				
Bar Supplies				
Specialty / Event				

MANAGEMENT VERIFICATION

Verification Item	Status / Evidence
Source records agree with this form.	☐ Verified ☐ Exception
Exceptions have an owner and due date.	☐ Verified ☐ Exception
Manager review completed.	☐ Verified ☐ Exception

Decision / Follow-Up: _____

Verifier: _____

Date: _____

Follow-Up Due: _____

DO-NOT-REORDER / DEPLETION REGISTER

GRV-BEV-ORD-06 | Rev 1.0 | Gravity Beverage Control

Restaurant	Record Date	Primary Owner	Verifier

Purpose: Prevent depleted, retired, seasonal, or review inventory from automatically re-entering the order simply because the shelf becomes empty.

Use / Frequency: Update whenever a product receives Deplete, Review, Seasonal, Test, or retirement direction; check before every applicable order.

Product	Qty On Hand	Value	Reason	Approved Use / Depletion Plan	Do Not Reorder Until

MANAGEMENT VERIFICATION

Verification Item	Status / Evidence
Source records agree with this form.	☐ Verified ☐ Exception
Exceptions have an owner and due date.	☐ Verified ☐ Exception
Manager review completed.	☐ Verified ☐ Exception

Decision / Follow-Up: _____

Verifier: _____

Date: _____

Follow-Up Due: _____

PAR-BUILDING WORKSHEET

GRV-BEV-PAR-01 | Rev 1.0 | Gravity Beverage Control

Restaurant	Record Date	Primary Owner	Verifier

Purpose: Build a normal Par from observed demand, delivery timing, storage capacity, stockout risk, and management judgment.

Use / Frequency: Use when establishing a new Par and whenever evidence shows the current Par no longer supports normal operations.

Product	Current Par	Avg Usage	Peak Usage	Delivery / Lead Time	Proposed Par / Target	Evidence / Reason

MANAGEMENT VERIFICATION

Verification Item	Status / Evidence
Source records agree with this form.	☐ Verified ☐ Exception
Exceptions have an owner and due date.	☐ Verified ☐ Exception
Manager review completed.	☐ Verified ☐ Exception

Decision / Follow-Up: _____

Verifier: _____

Date: _____

Follow-Up Due: _____

PAR CHANGE AUTHORIZATION

GRV-BEV-PAR-02 | Rev 1.0 | Gravity Beverage Control

Restaurant	Record Date	Primary Owner	Verifier

Purpose: Authorize a permanent Par change only when the evidence, owner, effective date, and review point are documented.

Use / Frequency: Use every time management changes a normal permanent Par.

Product	Current Par	Avg Usage	Peak Usage	Delivery / Lead Time	Proposed Par / Target	Evidence / Reason

MANAGEMENT VERIFICATION

Verification Item	Status / Evidence
Source records agree with this form.	☐ Verified ☐ Exception
Exceptions have an owner and due date.	☐ Verified ☐ Exception
Manager review completed.	☐ Verified ☐ Exception

Decision / Follow-Up: _____

Verifier: _____

Date: _____

Follow-Up Due: _____

TEMPORARY TARGET RECORD

GRV-BEV-PAR-03 | Rev 1.0 | Gravity Beverage Control

Restaurant	Record Date	Primary Owner	Verifier

Purpose: Create a time-limited Temporary Target for an approved event or exception without silently changing the normal Par.

Use / Frequency: Use before the approved exception; include an expiration/review point and return to normal Par when the exception ends.

Product	Current Par	Avg Usage	Peak Usage	Delivery / Lead Time	Proposed Par / Target	Evidence / Reason

MANAGEMENT VERIFICATION

Verification Item	Status / Evidence
Source records agree with this form.	☐ Verified ☐ Exception
Exceptions have an owner and due date.	☐ Verified ☐ Exception
Manager review completed.	☐ Verified ☐ Exception

Decision / Follow-Up: _____

Verifier: _____

Date: _____

Follow-Up Due: _____

ANNUAL PAR REVIEW

GRV-BEV-PAR-04 | Rev 1.0 | Gravity Beverage Control

Restaurant	Record Date	Primary Owner	Verifier

Purpose: Review the full Par structure for continued fit with demand, delivery timing, storage, cash, stockout history, and menu changes.

Use / Frequency: Complete annually and after any material operating change that justifies a full-system Par review.

Product	Current Par	Avg Usage	Peak Usage	Delivery / Lead Time	Proposed Par / Target	Evidence / Reason

MANAGEMENT VERIFICATION

Verification Item	Status / Evidence
Source records agree with this form.	☐ Verified ☐ Exception
Exceptions have an owner and due date.	☐ Verified ☐ Exception
Manager review completed.	☐ Verified ☐ Exception

Decision / Follow-Up: _____

Verifier: _____

Date: _____

Follow-Up Due: _____

RECEIVING VERIFICATION

GRV-BEV-REC-01 | Rev 1.0 | Gravity Beverage Control

Restaurant	Record Date	Primary Owner	Verifier

Purpose: Verify that the delivered product, quantity, condition, invoice cost, substitutions, shortages, and credits match the approved order and receiving standard.

Use / Frequency: Use for every beverage delivery; unresolved exceptions remain open until corrected or credited.

Item	Ordered	Delivered	Expected Unit Cost	Invoice Cost	Substitution / Damage / Shortage	Credit Due

MANAGEMENT VERIFICATION

Verification Item	Status / Evidence
Source records agree with this form.	☐ Verified ☐ Exception
Exceptions have an owner and due date.	☐ Verified ☐ Exception
Manager review completed.	☐ Verified ☐ Exception

Decision / Follow-Up: _____

Verifier: _____

Date: _____

Follow-Up Due: _____

VENDOR CREDIT TRACKER

GRV-BEV-REC-02 | Rev 1.0 | Gravity Beverage Control

Restaurant	Record Date	Primary Owner	Verifier

Purpose: Track vendor credits from shortage, damage, return, pricing correction, or other approved discrepancy through actual receipt of the credit.

Use / Frequency: Open whenever a credit is owed; update until the credit appears and is independently verified.

Vendor	Invoice	Reason	Credit Due	Expected Date	Actual Credit	Verified By	Status

MANAGEMENT VERIFICATION

Verification Item	Status / Evidence
Source records agree with this form.	☐ Verified ☐ Exception
Exceptions have an owner and due date.	☐ Verified ☐ Exception
Manager review completed.	☐ Verified ☐ Exception

Decision / Follow-Up: _____

Verifier: _____

Date: _____

Follow-Up Due: _____

VENDOR COMPARISON

GRV-BEV-VND-01 | Rev 1.0 | Gravity Beverage Control

Restaurant	Record Date	Primary Owner	Verifier

Purpose: Compare vendors on total operating value—not price alone—including availability, minimums, delivery, fill rate, credits, support, and administrative burden.

Use / Frequency: Use before approving a new/alternate vendor and when a meaningful sourcing comparison is required.

Vendor	Price / Package	Minimum	Delivery	Reliability	Credits	Substitution	Decision / Note

MANAGEMENT VERIFICATION

Verification Item	Status / Evidence
Source records agree with this form.	☐ Verified ☐ Exception
Exceptions have an owner and due date.	☐ Verified ☐ Exception
Manager review completed.	☐ Verified ☐ Exception

Decision / Follow-Up: _____

Verifier: _____

Date: _____

Follow-Up Due: _____

VENDOR REVIEW CARD

GRV-BEV-VND-02 | Rev 1.0 | Gravity Beverage Control

Restaurant	Record Date	Primary Owner	Verifier

Purpose: Record a current operating review of a beverage vendor using price, reliability, shortages, substitutions, credits, service, and support evidence.

Use / Frequency: Review on the restaurant's vendor-review cadence and whenever repeated vendor exceptions justify an immediate review.

Vendor	Price / Package	Minimum	Delivery	Reliability	Credits	Substitution	Decision / Note

MANAGEMENT VERIFICATION

Verification Item	Status / Evidence
Source records agree with this form.	☐ Verified ☐ Exception
Exceptions have an owner and due date.	☐ Verified ☐ Exception
Manager review completed.	☐ Verified ☐ Exception

Decision / Follow-Up: _____

Verifier: _____

Date: _____

Follow-Up Due: _____

ANNUAL VENDOR REVIEW

GRV-BEV-VND-03 | Rev 1.0 | Gravity Beverage Control

Restaurant	Record Date	Primary Owner	Verifier

Purpose: Evaluate each active beverage vendor across the full year and document retain, improve, rebid, replace, or secondary-source decisions.

Use / Frequency: Complete annually before the next purchasing cycle/contract decision.

Vendor	Price / Package	Minimum	Delivery	Reliability	Credits	Substitution	Decision / Note

MANAGEMENT VERIFICATION

Verification Item	Status / Evidence
Source records agree with this form.	☐ Verified ☐ Exception
Exceptions have an owner and due date.	☐ Verified ☐ Exception
Manager review completed.	☐ Verified ☐ Exception

Decision / Follow-Up: _____

Verifier: _____

Date: _____

Follow-Up Due: _____

COST CHANGE REGISTER

GRV-BEV-CST-02 | Rev 1.0 | Gravity Beverage Control

Restaurant	Record Date	Primary Owner	Verifier

Purpose: Capture vendor cost changes and route them to the recipes, selling prices, pars, budgets, and management decisions affected by the change.

Use / Frequency: Update whenever a verified invoice or vendor notice changes an approved beverage-product cost.

Product	Previous Cost	New Cost	Dollar Change	Change %	Affected Recipes / Orders	Action

MANAGEMENT VERIFICATION

Verification Item	Status / Evidence
Source records agree with this form.	☐ Verified ☐ Exception
Exceptions have an owner and due date.	☐ Verified ☐ Exception
Manager review completed.	☐ Verified ☐ Exception

Decision / Follow-Up: _____

Verifier: _____

Date: _____

Follow-Up Due: _____

BAR SUPPLY INVENTORY & ORDER

GRV-BEV-SUP-01 | Rev 1.0 | Gravity Beverage Control

Restaurant	Record Date	Primary Owner	Verifier

Purpose: Count and order non-product bar supplies separately from beverage product so operating supplies do not corrupt beverage-cost calculations.

Use / Frequency: Use at the approved bar-supply count/order cycle.

Supply Item	Unit	On Hand	Par	Suggested Order	Final Order	Stockout / Note

MANAGEMENT VERIFICATION

Verification Item	Status / Evidence
Source records agree with this form.	☐ Verified ☐ Exception
Exceptions have an owner and due date.	☐ Verified ☐ Exception
Manager review completed.	☐ Verified ☐ Exception

Decision / Follow-Up: _____

Verifier: _____

Date: _____

Follow-Up Due: _____

SUPPLY PAR REGISTER

GRV-BEV-SUP-02 | Rev 1.0 | Gravity Beverage Control

Restaurant	Record Date	Primary Owner	Verifier

Purpose: Maintain approved normal Pars for bar operating supplies using demand, delivery timing, storage, and stockout exposure.

Use / Frequency: Set up initially; review when recurring excess, stockouts, delivery changes, or operating changes justify adjustment.

Supply Item	Unit	On Hand	Par	Suggested Order	Final Order	Stockout / Note

MANAGEMENT VERIFICATION

Verification Item	Status / Evidence
Source records agree with this form.	☐ Verified ☐ Exception
Exceptions have an owner and due date.	☐ Verified ☐ Exception
Manager review completed.	☐ Verified ☐ Exception

Decision / Follow-Up: _____

Verifier: _____

Date: _____

Follow-Up Due: _____

SUPPLY STOCKOUT LOG

GRV-BEV-SUP-03 | Rev 1.0 | Gravity Beverage Control

Restaurant	Record Date	Primary Owner	Verifier

Purpose: Record bar-supply stockouts, service impact, cause, corrective action, and follow-up so recurring supply failures become visible.

Use / Frequency: Use whenever a meaningful supply stockout or near-stockout affects operations.

Supply Item	Unit	On Hand	Par	Suggested Order	Final Order	Stockout / Note

MANAGEMENT VERIFICATION

Verification Item	Status / Evidence
Source records agree with this form.	☐ Verified ☐ Exception
Exceptions have an owner and due date.	☐ Verified ☐ Exception
Manager review completed.	☐ Verified ☐ Exception

Decision / Follow-Up: _____

Verifier: _____

Date: _____

Follow-Up Due: _____

MONTHLY MANAGEMENT REVIEW

GRV-BEV-MGT-07 | Rev 1.0 | Gravity Beverage Control

Restaurant	Record Date	Primary Owner	Verifier

Purpose: Turn the month's inventory, purchasing, sales, cost, variance, dead-stock, stockout, vendor, and Par records into management decisions for the next month.

Use / Frequency: Complete monthly after the period's primary inventory and financial results are available.

Measure	Current	Prior	Target	Action
Inventory Value				
Product Purchases				
Supply Purchases				
Beverage Sales				
Actual Cost %				
Theoretical Cost %				
Variance				
Dead Inventory				
Stockouts				

MANAGEMENT VERIFICATION

Verification Item	Status / Evidence
Source records agree with this form.	☐ Verified ☐ Exception
Exceptions have an owner and due date.	☐ Verified ☐ Exception
Manager review completed.	☐ Verified ☐ Exception

Decision / Follow-Up: _____

Verifier: _____

Date: _____

Follow-Up Due: _____

ANNUAL BEVERAGE PURCHASING REVIEW

GRV-BEV-MGT-08 | Rev 1.0 | Gravity Beverage Control

Restaurant	Record Date	Primary Owner	Verifier

Purpose: Review the year's beverage purchasing performance, recurring exceptions, budget behavior, emergency buys, vendor credits, and purchasing-control opportunities.

Use / Frequency: Complete annually at year-end or the restaurant's designated annual beverage review.

Annual Purchasing Measure	Result	Trend / Issue	Next-Year Action
Product Purchases			
Emergency Purchases			
Stockouts			
Vendor Credits			
Cost Changes			
Event Exceptions			

MANAGEMENT VERIFICATION

Verification Item	Status / Evidence
Source records agree with this form.	☐ Verified ☐ Exception
Exceptions have an owner and due date.	☐ Verified ☐ Exception
Manager review completed.	☐ Verified ☐ Exception

Decision / Follow-Up: _____

Verifier: _____

Date: _____

Follow-Up Due: _____

ANNUAL INVENTORY QUALITY REVIEW

GRV-BEV-MGT-09 | Rev 1.0 | Gravity Beverage Control

Restaurant	Record Date	Primary Owner	Verifier

Purpose: Evaluate the quality of the inventory system itself: count reliability, inventory value, dead stock, stockouts, Par quality, and unresolved control weaknesses.

Use / Frequency: Complete annually and after a major inventory-control reset.

Inventory Quality Measure	Start of Year	End of Year	Decision
Inventory Value			
Dead Inventory			
Deplete Items			
Stockouts			
Count Accuracy Exceptions			
Par Changes			

MANAGEMENT VERIFICATION

Verification Item	Status / Evidence
Source records agree with this form.	☐ Verified ☐ Exception
Exceptions have an owner and due date.	☐ Verified ☐ Exception
Manager review completed.	☐ Verified ☐ Exception

Decision / Follow-Up: _____

Verifier: _____

Date: _____

Follow-Up Due: _____

WEEKLY BEVERAGE OPERATING RECORD

GRV-BEV-FUL-01 | Rev 1.0 | Gravity Beverage Control

Restaurant	Record Date	Primary Owner	Verifier

Purpose: Preserve the weekly operating story—inventory, order, receiving, exceptions, results, and next actions—without repeating the largest master forms every week.

Use / Frequency: Complete once each operating week; use supporting master forms whenever the weekly record identifies an exception.

- ☐ Inventory complete
- ☐ Order complete
- ☐ Exceptions documented
- ☐ Receiving verified
- ☐ Credits reviewed
- ☐ Weekly results reviewed

Measure	Result	Exception / Action
Beverage Sales		
Actual Cost %		
Theoretical Cost %		
Variance		
Inventory Value		
Purchases		
Stockouts		

MANAGEMENT VERIFICATION

Verification Item	Status / Evidence
Source records agree with this form.	☐ Verified ☐ Exception
Exceptions have an owner and due date.	☐ Verified ☐ Exception
Manager review completed.	☐ Verified ☐ Exception

Decision / Follow-Up: _____

Verifier: _____

Date: _____

Follow-Up Due: _____

REFILL BOOK TRANSITION RECORD

GRV-BEV-FUL-02 | Rev 1.0 | Gravity Beverage Control

Restaurant	Record Date	Primary Owner	Verifier

Purpose: Carry current approved Form IDs/revisions, Pars, open Temporary Targets, vendor issues, credits, depletion decisions, and management actions into the next refill record without resetting the truth.

Use / Frequency: Complete when transitioning from the master book to a validated refill book or new annual record.

Transition Item	Current Standard / Status	Form ID / Revision	Open Action / Owner
Active Pars			
Temporary Targets			
Vendor Status			
Outstanding Credits			
Deplete / Do-Not-Reorder			
Open Management Actions			

MANAGEMENT VERIFICATION

Verification Item	Status / Evidence
Source records agree with this form.	☐ Verified ☐ Exception
Exceptions have an owner and due date.	☐ Verified ☐ Exception
Manager review completed.	☐ Verified ☐ Exception

Decision / Follow-Up: _____

Verifier: _____

Date: _____

Follow-Up Due: _____

RESPONSIBILITY & VERIFICATION STANDARD

Every recurring task in this book should answer four questions: Who owns the task? Who verifies it? When is it due? What happens when it is wrong?

Use role or function before job title where practical. Verification should be risk-based. Small restaurants may use compensating verification when full segregation of duties is not possible.

The system owns the process. A person owns the task. Management owns the exception. Leadership owns the unresolved risk. No important operating problem should survive simply because everyone assumed somebody else was handling it.

FINAL WORKING-BOOK COMMITMENT

Restaurant: _____

Implementation Lead: _____

Start Date: _____

First Weekly Review: _____

First Monthly Review: _____

Annual Closeout Date: _____

Do not order from memory. Do not order from an empty shelf. Order from inventory, demand, par, delivery timing, and a management decision.

Truth first. Calculation second. Decision third. Action fourth. Verification always.