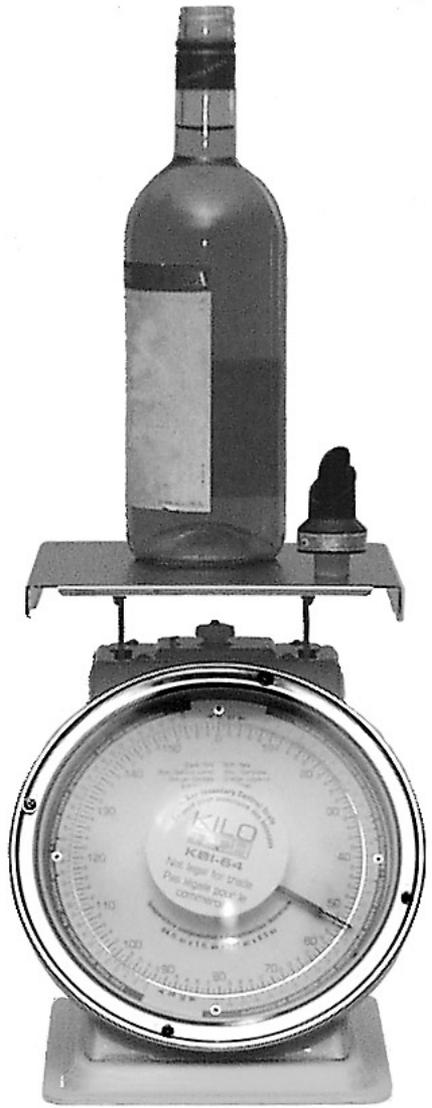


**KILO  
TECH**

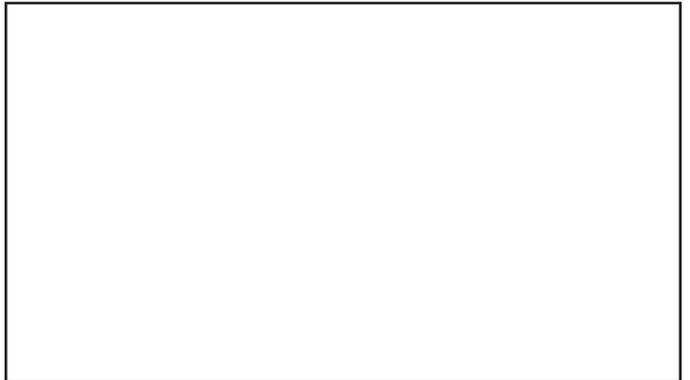
**ISO 9002**  
Certified - Certifié

**KBI-64**

**Bar  
Inventory  
Control  
Scale**



**Distributed by:**



Congratulations and thank you for purchasing a Kilotech KBI-64 Bar Inventory Control Scale. As with all Kilotech quality products, proper care and maintenance must be adopted in order to keep the scale at peak performance.

## Care and maintenance

1. Always cleanse your scale with a clean, moist cloth. Never use abrasive cleansers. Never submerge or wash down the scale as this could cause rust and irreparable damage.
2. Please treat this scale with respect and you will be rewarded with many years of precise operation.
3. The adjustment knob under the platter is used to bring the needle to the “black” zero (0) reading. This is a minor adjustment that needs to be verified every time you use the scale. If you were to completely unscrew this knob, it would render the mechanism unworkable and you would then need to return it for repair at your own cost.
4. Always store the scale in a clean, dry place and not in a humid environment.
5. If service is needed, call your distributor of Kilotech scales.

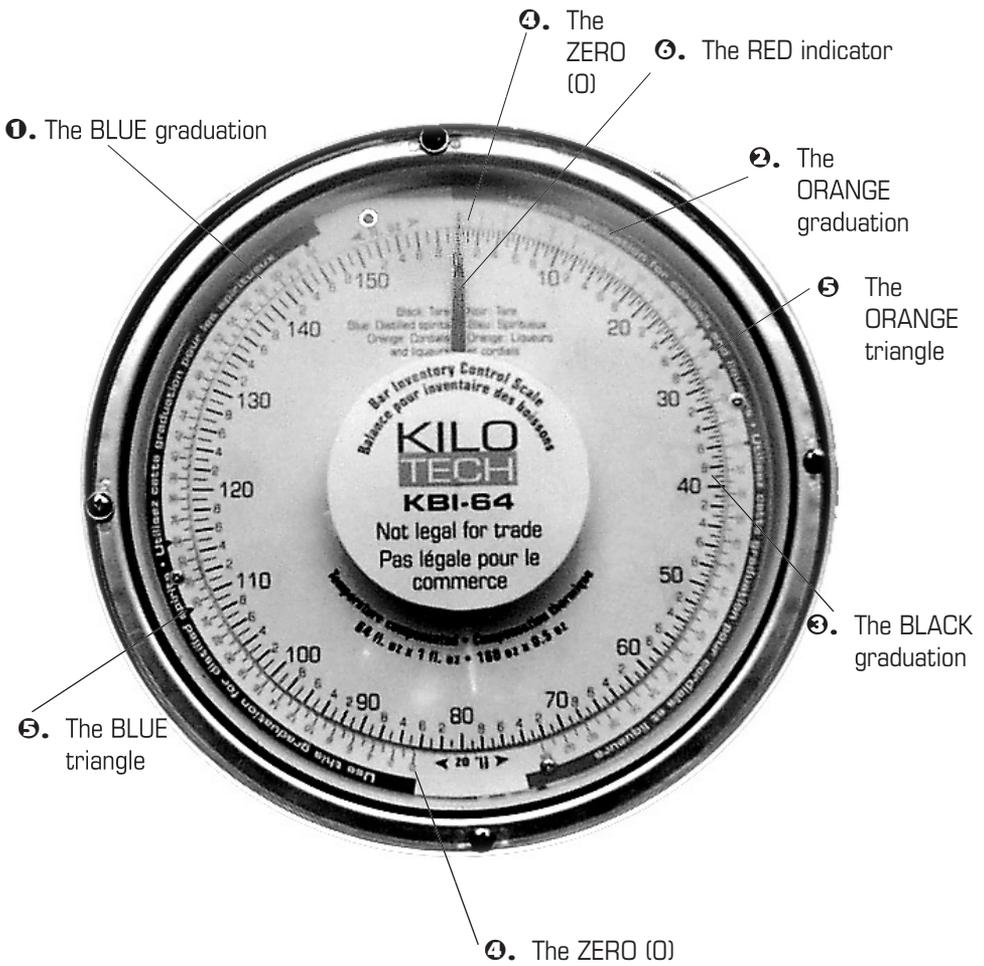
## Description of KBI-64 scale

The primary function of this scale is the measurement of alcohol products up to 64 fl oz., in a bar environment. The scale can also be used as a 160 oz. mass measuring scale.

The scale is composed of 6 main parts to which we will refer in this manual:

1. The BLUE graduation, on the rotating dial, is used for distilled spirits (gin, scotch, cognac, vodka, rye, bourbon etc.).
2. The ORANGE graduation, on the rotating dial, is used for CORDIALS and LIQUEURS that contain sugar syrup and are therefore heavier (Crème de Cacao, Crème de Menthe, Kalhua etc.).
3. The BLACK graduation on the fixed portion of the dial which is used to TARE (see explanation below) and/or to weigh.
4. The ZERO (0) indicators on the three graduations are the main measuring points when doing inventory.
5. The BLUE and ORANGE triangles on the BLUE or ORANGE graduations indicate standard bottle sizes.
6. The RED indicator (needle).

TARE: “The weight of the wrapping or the container in which goods are packed.” In this case the TARE would be the weight of the bottle plus the measuring device.

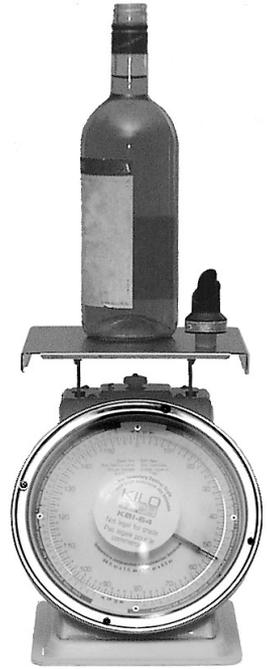


# Three easy steps to complete before the FIRST inventory.

1. Set up the bottles, on the shelves, in an order that works well for your establishment. Always maintain this order for faster inventories.
2. Determine the TARE of each brand, size, and container type. To do this, there are two methods. (ALWAYS INCLUDE IN ALL CALCULATIONS, THE MEASURING DEVICE THAT YOU CURRENTLY USE.)

## A. Using a FULL bottle.

- a) Place a FULL bottle and the measuring device on the scale.
- b) Place the appropriate BLUE or ORANGE number that corresponds to the number of fl. Oz. in that bottle so that it lines up with the RED indicator.
- c) Read the BLACK number that lines up with the BLUE or ORANGE ZERO (0).
- d) Record this number in the corresponding TARE column on the Master Inventory Control Sheet.



## B. Using an EMPTY bottle.

- a) Line up the BLACK ZERO (0) and the appropriate BLUE or ORANGE ZERO (0)
- b) Place an empty bottle and the measuring device on the scale.
- c) Read the BLACK number that lines up with the RED indicator.
- d) Record this number in the corresponding TARE column on the Master Inventory Control Sheet.

3. Once you have done this for all brand, size and container types, MAKE PHOTOCOPIES of all your Master Inventory Control Sheets. Keep your master sheets to make future copies. You will need 1 copy for each inventory.

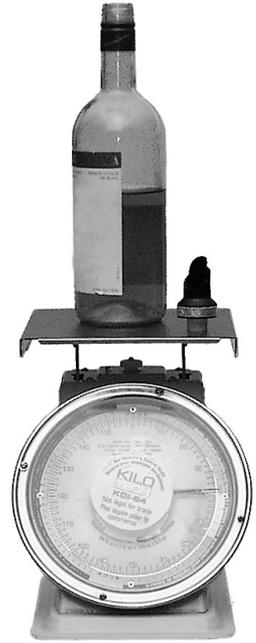
INVENTORY WORKSHEET										KBI KBI GROUP ISO 9000						
Date: _____		Shelf / Location: _____			Shelf 1B		Taken by: _____									
BOTTLE IDENTIFICATION				OPEN BOTTLE			UNOPENED BOTTLE									
#	BRAND	TYPE	T <sup>P</sup> or G	SIZE (fl. oz.)	TARE BLUE Spirts	TARE ORAN GE Cord / lq.	NET LEFT IN BOTTLE	Number of fl. oz. per bottle								
								22 fl. oz.	23 fl. oz.	24 fl. oz.	26 fl. oz.	32 fl. oz.	40 fl. oz.	60 fl. oz.		
1	Smirnoff	Vodka	G	40	13.5											
2	Troika	Vodka	G	40	18											
3	Beefeater	Dry Gin	G	40	19.5											
4	Gordon's	Dry Gin	G	40	19.25											
5	Tanqueray	Dry Gin	G	40	20.5											
6	Capt. Morgan	Dark Rum	G	40	13.5											
7	Capt. Morgan	Light Rum	G	40	14											
8	Bacardi	Rum	G	40	11.5											
9	Seagram's	VO Whisky	G	40	15											
10	Crown Royal	Cdn Whisky	G	40	20.5											
11	St Remy	Nap Brandy	G	40	18.5											
12	Jack Daniel's	Whisky	G	40	18.5											
13	Jovvay Walker	Red L. Scotch	G	40	19.5											
14	Tia Maria	Liqueur	G	26	17.5											
15	Meaghers	Cr. de Menthe	G	26	18											
16	Cafe Royal	Crème de Café	G	26	20.5											
17																
18																
19																
20																
21																
22																
23																
24																
TOTAL Number of fl. oz in open bottles							A									
TOTAL Number of unopened bottles																
Multiply by fl. oz per bottle								x 22	x 23	x 24	x 26	x 32	x 40	x 60		
TOTAL Number of fl. oz in unopened bottles							B									
TOTAL Number of fl. oz at this inventory							A + B									

750ml = 26.4 Imp. fl. oz., 1.14l = 40.1 Imp. fl. oz., 1.75l = 61.6 Imp. fl. oz. \*P or G = Plastic or Glass.  
For an additional supply of the KBI-64 inventory sheets or for the computer version, contact your distributor.

You are now ready for your 1<sup>st</sup> inventory

# Four Easy steps to taking inventory of open bottles.

- ❶ Select an open bottle (all open bottles, one at the time) and find it on the inventory sheet. (If the inventory sheets were drawn up in the same order as the order of the bottles on the shelves, the inventory will be relatively easy.)
- ❷ Place the BLUE or ORANGE ZERO (0) so that it lines up with the BLACK number that corresponds to the TARE on your inventory sheet.
- ❸ Place the open bottle (with the measuring device) on the scale.



- ❹ Record the BLUE or ORANGE number that is lined up with the RED indicator in the "OPEN BOTTLES - NET" column of the inventory sheet.

INVENTORY WORKSHEET															
Date: <u>Date</u>		Shelf / Location: <u>Shelf 1B</u>			Taken by: <u>John</u>										
BOTTLE IDENTIFICATION		OPEN BOTTLE				UNOPENED BOTTLE									
#	BRAND	TYPE	*P or G	SIZE (lit. oz)	TARE BLUE	TARE ORAN GE	NET LEFT IN BOTTLE	Number of fl. oz per bottle							
								22 fl. oz	23 fl. oz	24 fl. oz	26 fl. oz	32 fl. oz	40 fl. oz	60 fl. oz	
1	Smirnoff	Vodka	G	40	13.5		27								
2	Troika	Vodka	G	40	18		31								
3	Beefeater	Dry Gin	G	40	19.5		11								
4	Gordon's	Dry Gin	G	40	19.25		15								
5	Tanqueray	Dry Gin	G	40	20.5		22								
6	Capt. Morgan	Dark Rum	G	40	13.5		9								
7	Capt. Morgan	Light Rum	G	40	14		21								
8	Bacardi	Rum	G	40	11.5		12								
9	Seagram's	VO Whisky	G	40	15		24								
10	Crown Royal	Cdn Whisky	G	40	20.5		32								
11	St Remy	Nap Brandy	G	40	18.5		15								
12	Jack Daniel's	Whisky	G	40	18.5		21								
13	Johnny Walker	Red L. Scotch	G	40	19.5		18								
14	Tia Maria	Liqueur	G	26	17.5		17								
15	Meaghers	Cr. de Menthe	G	26	18		12								
16	Café Royal	Crème de Café	G	26	20.5		24								
17															
18															
19															
20															
21															
22															
23															
24															
TOTAL Number of fl. oz in open bottles							A	311							
TOTAL Number of unopened bottles															
Multiply by fl. oz per bottle									x 22	x 23	x 24	x 26	x 32	x 40	x 60
TOTAL Number of fl. oz in unopened bottles							B								
TOTAL Number of fl. oz at this inventory							A + B								

# Completion of the inventory.

Enter all full bottles in the appropriate column.

Total all columns. And "voilà", the inventory is complete.

INVENTORY WORKSHEET																		
Date: <u>Date</u>		Shelf / Location: <u>Shelf 1B</u>				Taken by: <u>John</u>												
BOTTLE IDENTIFICATION				OPEN BOTTLE			UNOPENED BOTTLE											
#	BRAND	TYPE	*P or G	SIZE (fl. oz)	TARE BLUE Spirits	TARE ORANGE Cord / liq.	NET LEFT IN BOTTLE	Number of fl. oz per bottle										
								22 fl. oz	23 fl. oz	24 fl. oz	26 fl. oz	32 fl. oz	40 fl. oz	60 fl. oz				
1	Smirnoff	Vodka	G	40	13.5		27									1		
2	Troika	Vodka	G	40	18		31									1		
3	Beefeater	Dry Gin	G	40	19.5		11									2		
4	Gordon's	Dry Gin	G	40	19.25		15									1		
5	Tanqueray	Dry Gin	G	40	20.5		22									1		
6	Capt. Morgan	Dark Rum	G	40	13.5		9									2		
7	Capt. Morgan	Light Rum	G	40	14		21									1		
8	Bacardi	Rum	G	40	11.5		12									1		
9	Seagram's	VO Whisky	G	40	15		24									1		
10	Crown Royal	Cdn Whisky	G	40	20.5		32									1		
11	St Remy	Nap Brandy	G	40	18.5		15									1		
12	Jack Daniel's	Whisky	G	40	18.5		21									2		
13	Johnny Walker	Red L. Scotch	G	40	19.5		18									2		
14	Tia Maria	Liqueur	G	26		17.5	17				1							
15	Meaghers	Cr. de Menthe	G	26		18	12				2							
16	Café Royal	Crème de Café	G	26		20.5	24				1							
17																		
18																		
19																		
20																		
21																		
22																		
23																		
24																		
<b>TOTAL Number of fl. oz in open bottles</b>							<b>A</b>	<b>311</b>										
<b>TOTAL Number of unopened bottles</b>										<b>4</b>		<b>14</b>						
Multiply by fl. oz per bottle									<b>x 22</b>	<b>x 23</b>	<b>x 24</b>	<b>x 26</b>	<b>x 32</b>	<b>x 40</b>	<b>x 60</b>			
<b>TOTAL Number of fl. oz in unopened bottles</b>							<b>B</b>	<b>664</b>				<b>104</b>		<b>560</b>				
<b>TOTAL Number of fl. oz at this inventory</b>							<b>A + B</b>	<b>975</b>										

750ml = 26.4 Imp. fl oz, 1.14l = 40.1 Imp. fl oz, 1.75l = 61.6 Imp. fl oz. \*P or G = Plastic or Glass.  
 For an additional supply of the KBI-64 inventory sheets or for the computer version, contact your distributor.

This scale comes with manual copies of the inventory sheet. Pads of 50 inventory sheets or the computerized version of the inventory sheet are available by calling your distributor of KiloTech quality scales.