

Retail Shift Handover Checklist

Shift Date

Store / Location

Shift Time

Employee Name

CASH REGISTER

Task	Completed	Comments
Counted opening/closing cash	<input type="checkbox"/>	
Deposits prepared	<input type="checkbox"/>	
Receipts balanced	<input type="checkbox"/>	

STORE CLEANLINESS

Area	Checked	Comments
Sales floor	<input type="checkbox"/>	
Back room	<input type="checkbox"/>	
Restrooms	<input type="checkbox"/>	

INVENTORY / STOCK

Item/Area	Checked	Shortages / Issues
Top selling items restocked	<input type="checkbox"/>	
Damaged/expired items removed	<input type="checkbox"/>	
Special orders / holds updated	<input type="checkbox"/>	

HANOVER NOTES

Issues to note, pending tasks, incidents, or special instructions...

Outgoing Staff Signature

Date

Incoming Staff Signature

Date
