

# Store Opening and Closing Handover Report

Date

YYYY-MM-DD

Store Name

Store Name

Shift

Shift (e.g. Morning/Evening)

## Opening Handover

Opened by

Staff Name

Opening Time

HH:MM

Initial Float Amount

Amount

Remarks

Opening notes...

## Closing Handover

Closed by

Staff Name

Closing Time

HH:MM

Total Sales

Amount

Remarks

Closing notes...

## Cash & Float Details

Description	Opening	Closing
Cash in Register		
Float		

Other		
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Issues / Incidents

Describe any incidents or issues during the shift...

Opening Staff Signature

Closing Staff Signature

Supervisor/Manager Signature