

Store Opening and Closing Handover Report

Date

Store Name

Shift

Opening Handover

Opened by

Opening Time

Initial Float Amount

Remarks

Closing Handover

Closed by

Closing Time

Total Sales

Remarks

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