

Front Desk Shift Duty Handover Sheet

Date:

Day:

Shift:

Shift Time:

Front Desk Agent (Relieving): Front Desk Agent (Taking Over):

1. Pending Tasks / Follow Ups

2. Guest Arrivals / Departures / VIPs

3. Messages / Mails / Parcels

4. Incidents / Complaints / Action Taken

5. Other Remarks / Updates

6. Cash / Key / Float Handover

Item	Quantity/Amount	Remarks
Cash Float		
Room Keys		
Safe Box		
Others		

Signature (Relieving): Time:

Signature (Taking Over): Time: