

Night Shift Transfer Log

Hotel Reception

Date

Shift Start

Shift End

Receptionist Name

Cash Count & Float

Starting Float

Ending Float

Total Cash Collected

Other Notes

Room Status Changes & Keys

Outstanding Tasks/Issues

Guest Arrivals / Departures

Room No.	Guest Name	Arrival	Departure	Remarks

Handovers / Special Instructions

Outgoing Receptionist Signature

Incoming Receptionist Signature