

Receptionist Shift Transfer Notes

Date

Shift (e.g., Morning/Afternoon/Night)

Your Name

Next Receptionist

Key Handover & Float (Petty Cash)

Pending Check-ins / Check-outs

Special Requests / VIP Guests

Messages / Mails / Deliveries

Incidents / Complaints

Other Notes

Signature (Current Shift)

Signature (Next Shift)