

Closing Procedures

Week of --/-- - --/--

Monday, --/--

Closing associate(s) _____

- ☐ Lock up
- ☐ Count cash and log totals
- ☐ Send in closing reports
- ☐ Clear fitting rooms
- ☐ Restock necessary items
- ☐ Put away stray merchandise and straighten up
- ☐ Clock out
- ☐ Quit POS application
- ☐ Shut down computer
- ☐ Turn off lights and A/C or heat

Tuesday, --/--

Closing associate(s) _____

- ☐ Lock up
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Wednesday, —/—/—

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Thursday, —/—/—

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Friday, —/—/—

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- ☐ Quit POS application
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Saturday, —/—/—

Closing associate(s) _____

- ☐ Lock up
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- ☐ Send in closing reports
- ☐ Clear fitting rooms
- ☐ Restock necessary items
- ☐ Put away stray merchandise and straighten up
- ☐ Clock out
- ☐ Quit POS application
- ☐ Shut down computer
- ☐ Turn off lights and A/C or heat

Sunday, —/—/—

Closing associate(s) _____

- ☐ Lock up
- ☐ Count cash and log totals
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- ☐ Clear fitting rooms
- ☐ Restock necessary items
- ☐ Put away stray merchandise and straighten up
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- ☐ Quit POS application
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