

CLOSING PROCEDURES

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

Name of closing associate(s): _____

MONDAY _____

- 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 _____

- 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

WEDNESDAY _____

- 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

THURSDAY _____

- 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

FRIDAY _____

- 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

SATURDAY _____

- 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

CLOSING PROCEDURES

SUNDAY _____

- 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