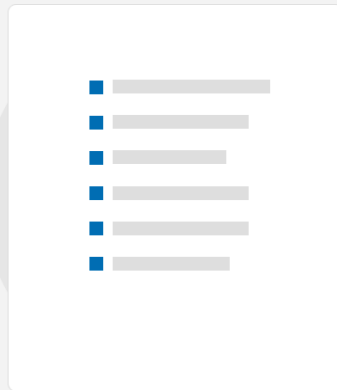


# Daily Store Closing Checklist

A free checklist for boutiques and retail shops.



- ☐ Start closing procedures at a certain time, or when the person in charge says it's OK. Don't rush customers out long before the advertised closing time.
- ☐ Announce to customers that you're closing soon. You also might lock the doors to new customers at a particular time.
- ☐ When the last customers leave, signal that you're closed with appropriate signage.
- ☐ Walk the store and do any necessary straightening, cleaning, or decluttering. The opening people depend on this being done properly.
- ☐ Restock shelves at this time, or as needed, but don't interrupt customers unnecessarily.
- ☐ Make sure all shelves, racks, and displays are properly filled and arranged. Customers often don't put things back correctly.
- ☐ Empty all trash receptacles and discard boxes and packing materials left in storage areas.
- ☐ Close out all registers or the POS system. Count the cash and reconcile it and credit payments with sales. Do all necessary cross-checks based on your internal controls.
- ☐ Based on your procedures, you might take some cash to another spot, such as the back office, for later deposit.

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