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

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### **Tuesday, —/—/—**

#### **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

### **Wednesday, —/—/—**

#### **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

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### **Thursday, —/—/—**

#### **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

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### **Friday, —/—/—**

#### **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

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### **Saturday, —/—/—**

#### **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

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### **Sunday, —/—/—**

#### **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

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