

Boutique Store Closing Checklist

Date

Staff Name

Store Closing Tasks ☐ Clean and tidy sales floor ☐ Organize displays ☐ Secure cash register & count cash ☐ Lock doors and windows ☐ Turn off lights and electronic devices ☐ Take out trash ☐ Restock bags, supplies, etc. ☐ Set alarm system

Additional Notes

Staff Signature