

Supermarket Night Shift Exchange Document

Shift Information

Date

Shift Time

Outgoing Staff Name

Incoming Staff Name

Cash Register Reconciliation

Register No.	Amount at Start	Amount at End	Remarks
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Restocking & Inventory Notes

Items Restocked

Low Stock/Out-of-Stock Items

Incidents & Issues

Notes

Instructions for Incoming Shift

Outgoing Staff Signature

Incoming Staff Signature