Opening Advocate(s)		Date
1.	2.	MM/DD/YYYY

Daily OPEN To Do:

- ❑ Start up all monitors/RQ
- ❑ Vacuum Store
- ❑ Clean counters/Demo tables
- ❑ Open safe, take out demo phones, cash registers from safe
- ❑ **AM Inventory count on Google Sheets "LC CA-Erika" *Update: name & date**
- ❑ **Cash In-morning call**
- ❑ Take out signs, tent, table, etc.
- ❑ Turn on Retail Radio
- ❑ AC to be set no lower than 73F

Daily CLOSE To Do:

- ❑ Turn off monitors/Exit RQ
- ❑ Put any accessory demos back
- ❑ Turn off Retail Radio
- ❑ Turn off AC
- ❑ **Cash Out**
- ❑ **PM inventory count on Google Sheets "LC CA-Erika"*Update: name & date**
- ❑ Put in signs, tent, table, etc.
- ❑ **LOCK away demo phones/iPad/Cash registers**

Cash Drop(s) & Deposit

Cash Drops & Deposit are to be submitted on WEEBLY Home Page under "Submit-Daily Deposit" at the end of your shift DAILY!

Name	*Register #*	*Cash Drop #1*	*Cash Drop #2*	*Total Deposit*
	REGISTER 1			
	REGISTER 2			
	REGISTER 3			

**If short, report it by email to your manager, CC: hkim.lexcell@gmail.com, mko.lexcell@gmail.com, ana.lexcell@gmail.com*

Closing Advocate(s)

1.	2.