



Personal Record Log

Name

Date and Time of Shift

Please record any items sold or money taken during your shift.

Return this form together with **your own cheque** for any cash collected, and any cheques from members to:

Chris Hennah, Lanes End, 6 Seven Ash Green, Springfield, Chelmsford, Essex CM1 7SE

Item description or Members name (if membership form)	Amount £

Total received this shift £ _____

Stock report – please complete at the beginning and end of your shift		
Item	Start of Shift	End of Shift
Burgee		
Tie		
Cook Book		
Mugs (set)		
Glasses (set)		
Guides		