

Refusals Register

Record every refused age-restricted sale immediately, including attempted proxy sales (an adult buying for someone underage).
A manager should review and countersign this register regularly (weekly recommended). Keep completed pages at the premises.

Premises: _____ Week commencing: _____

No.	Date	Time	Product refused	Name / description of person refused	Observations (inc. proxy sale attempts)	Staff member	Manager signature	Date checked
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								