

Damaged Retail Inventory Report

Example Report Document

Report Date: 2024-06-07
Location: Store #202, Main Street
Prepared By: Jane Smith

Item Name	SKU/Barcode	Quantity	Description of Damage	Reported By
Ceramic Vase	CV-10023	2	Broken into pieces upon arrival	M. Watson
Wireless Headphones	WH-45521	1	Packaging crushed, left earpiece not working	E. Turner
Organic Apple Juice 1L	AJ-90011	5	Bottles leaked during transport	S. Lee

Total Damaged Items: 8
Action Taken: Damaged products removed from shelves, claims submitted to supplier.