

# 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.