

# Inventory Damage Claim Report

## Store & Claim Information

Store Name

Report Date

Report Number

Contact Person

Contact Phone

Contact Email

## Details of Damaged Goods

SKU / Item Code	Description	Quantity Damaged	Unit	Estimated Value	Damage Description
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					

## Damage Incident Description

Describe the incident and how the damage occurred:

## Action Taken

State actions taken after the damage was discovered:

**Additional Notes**

Optional

**Prepared By**

Name

Date

Signature

(or initial)