

Retail Goods Damage Assessment Report

Report Details

Report Number:

Date of Report:

Reported By (Name & Title):

Store/Location:

Goods Information

| Item Name/Description | SKU/ID | Quantity Involved | Unit Price | Total Value |
|-----------------------|--------|-------------------|------------|-------------|
| | | | | |
| | | | | |

Damage Description

Cause of Damage (if known)

Photo Evidence

(Attach/photos can be referenced manually below)
Photo Reference(s):

Action Taken

Additional Notes / Comments

Prepared By (Name & Signature)

Date

Supervisor/Manager (Name & Signature)

Date