

Store Merchandise Damage Incident Report

Store Information

Store Name

Location

Incident Details

Date of Incident

Time of Incident

Specific Location of Damage (aisle, shelf etc.)

Description of Incident

Type of Merchandise Damaged

Extent of Damage

Cause of Damage (if known)

Witnesses (names/contact if applicable)

Actions Taken

Reporting Staff

Employee Name

Employee ID

Report Date