

# Inventory Shrinkage Incident Log Sheet

## Incident Details

DATE	TIME	RECORDED BY	
LOCATION / DEPARTMENT			
ITEM NAME / DESCRIPTION	SKU / ID		
QUANTITY MISSING	UNIT	ESTIMATED VALUE	

## Incident Description

Describe the incident...

## Immediate Actions Taken

Describe the actions taken immediately after the incident...

## Follow-up / Investigation Notes

Notes on investigation, corrective actions, or follow-up...

## Signatures

PREPARED BY		DATE	
REVIEWED BY		DATE	