

# Lost and Found Item Report

## Report Details

Date Reported:	<hr/>
Time Reported:	<hr/>
Location Found:	<hr/>
Reported By (Staff Name):	<hr/>
Contact Number / Extension:	<hr/>

## Item Details

Item Description:	<hr/>
Brand / Model (if any):	<hr/>
Color:	<hr/>
Estimated Value:	<hr/>
Unique Identifiers / Marks:	<hr/>

## Owner Information (if known)

Guest Name:	<hr/>
Room Number:	<hr/>
Contact Information:	<hr/>

## Action Taken

Item Stored at:	<hr/>
Notified Department / Staff:	<hr/>
Remarks:	<hr/>

Reported By:

Date: \_\_\_\_\_

Received By (Security / Supervisor):

Date: \_\_\_\_\_