

Lost and Found Item Report

Report Details

Date Reported:	_____
Time Reported:	_____
Location Found:	_____
Reported By (Staff Name):	_____
Contact Number / Extension:	_____

Item Details

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

Owner Information (if known)

Guest Name:	_____
Room Number:	_____
Contact Information:	_____

Action Taken

Item Stored at:	_____
Notified Department / Staff:	_____
Remarks:	_____

Reported By:

Date: _____

Received By (Security / Supervisor):

Date: _____