

# Export Shipment Damage Report

Report Date

Reference Number

Exporter Information

Contact

Address

Importer Information

Contact

Address

Shipment Date

Shipment Method

Vessel / Flight No.

Container / Package No.

Description of Goods

Quantity

Invoice Number

Nature of Damage

Date & Time Damage Noticed

Location of Damage

Details of Packaging

Photographic Evidence (File Name / Ref)

Actions Taken

Remarks / Additional Information

Reported By

Signature

Date

