## **Store Damage Incident Report**

Date of Incident	
Time of Incident	
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Store Location	
Reporter Information	
Name	
Position	
Contact Information	
Damage Details	
Describe the Damage	
Describe the Damage	
Location of Damage within Store	
Location of Damage within Store	
Type of Damage	
Type of Burnage	
Estimated Cost (if known)	

Incident Details	
How did the damage occur?	
Were there any witnesses?	
Action Taken	
Additional Comments	