

Furniture Showroom Damage Incident Report Sheet

Date of Incident

Time of Incident

Location (Showroom/Area)

Reported By

Contact Number

Email

Furniture Details

Item Name/Description

Item Code/SKU

Quantity Damaged

Describe the Damage

How Did the Incident Occur?

Witnesses (Name and Contact)

Actions Taken

Immediate Action Taken

Further Remarks/Notes

Reported to (Manager/Supervisor)

Date Reported

Signature