Outdoor Sports Retail Damage Incident Report

Date of Incident	
Time of Incident	
Location (Store / Section)	
Location (Store / Section)	
Reported By	
Position / Job Title	
Product/Itom Damaged	
Product/Item Damaged	
SKU / Item Number	
Quantity Damaged	
Estimated Value	
Type of Damage	
Type of Banage	
Description of Incident	
Action Taken	

Witnesses (if any)			
Additional Notes			