Lost & Found Report Template

notei Details	
Hotel Name	
D N 1 /1 / 5 1	
Room Number / Location Found	
Guest Information	
Guest Name	
Contact Number	
Contact Number	
Email Address	
Item Details	
Item Description	
Date Lost/Found	
Time Lost/Found	
Approximate Value (if known)	
Additional Dataila	
Additional Details	
Remarks / Special Notes	

Staff Information

Name of Staff Handling Report

Date Reported			