

Loss Assessment Form for Inventory

Basic Template

Section 1: Reporting Details

Name of Business / Organization:

Contact Person:

Address:

Date of Report:

Section 2: Loss Incident Details

Date/Time of Loss Incident:

Location (if different from above):

Brief Description of Incident:

Section 3: Inventory Loss Details

Item Description	SKU/Code	Quantity Lost	Unit Value	Total Estimated Loss	Remarks
<input type="text"/>					
<input type="text"/>					

Section 4: Supporting Documentation

List supporting documents provided (invoices, stock records, photos, etc.):

Section 5: Declaration

I confirm that the above information is accurate to the best of my knowledge.

Name of Declarant

Position/Title

Signature:

(sign here)

Important Notes:

- This form should be completed promptly after a loss incident is discovered.
- Attach all available supporting documentation to validate the reported loss.
- Ensure all information provided is accurate and verifiable.
- False or misleading information may result in claim denial or legal consequences.
- Retain a copy of this form for your own records.