

Warehouse Loss Notification Form

Warehouse Name

Enter warehouse name

Location

Enter location

Date of Loss

Time of Loss

Reported By

Full name

Contact Information

Phone or Email

Designation

Role/Position

Details of Lost Items

Item Description	Quantity	Unit	Batch/Lot No.	Estimated Value

Description of Loss (include circumstances, possible causes, witnesses, etc.)

Describe the event in detail

Immediate Actions Taken

Actions taken after discovery

Date Reported

Signature

Sign or type name

Important Notes:

- Complete all sections accurately and legibly.
- Report the loss immediately to relevant authorities and management.
- Attach supporting documents (photos, statements, inventory records) if available.
- This form must be kept on file for records and possible audits.
- False or misleading information may result in disciplinary action.

