

# Customer Lost Property Report

## Customer Information

Full Name:

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Contact Number:

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Email Address:

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Address:

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## Lost Property Details

Item Description:

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Date Lost:

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Location Lost:

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Approximate Time:

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Additional Details:

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## For Office Use Only

Report Number:

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Date Reported:

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Received By (Staff Name):

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Remarks / Action Taken:

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## Important Notes

- Please provide accurate and detailed information about the lost property to assist in its recovery.
- This form does not guarantee the item will be found. All efforts will be made to locate and return property where possible.
- Keep a copy of this report for your records and reference your Report Number in any future correspondence.
- All found items will be held for a limited period according to the organization's policy.
- False or misleading information may result in rejection of the claim.