

Damaged Goods Delivery Incident Statement

Date of Report

Document Ref. Number

e.g., DG2024-001

Recipient Name

Full Name

Contact Number

Phone No.

Delivery Address

Full Address

Delivery Date

Carrier / Delivery Service

Delivery Company Name

Order / Invoice Number

Order Reference

Incident Details

Description of Damage

Describe the damage in detail...

Number of Damaged Items

Actions Taken upon Delivery

E.g., Notified carrier, took photos, refused delivery...

Additional Remarks

Other observations or comments

Reported By

Name

Signature

(Sign or write name)

Date

Important Notes

- Ensure all details are completed accurately before submitting this statement.
- Attach photographs of the damaged goods when possible.
- Keep a copy of this document for your records and forward it to the supplier or responsible parties promptly.
- Report the incident to the delivery service immediately upon discovering the damage.
- This document may be required for insurance claims or further investigations.