

# Damaged Goods Delivery Incident Statement

Date of Report

Document Ref. Number

Recipient Name

Contact Number

Delivery Address

Delivery Date

Carrier / Delivery Service

Order / Invoice Number

## Incident Details

Description of Damage

Number of Damaged Items

Actions Taken upon Delivery

Additional Remarks

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.