

Damage Statement Form Sample for Damaged Goods

Use this **damage statement form sample** to accurately report and document any damaged goods upon delivery. It helps streamline the claims process by providing clear details of the damage and necessary information. Ensure all required fields are completed to expedite resolution and compensation.

Reported By:

Contact Information (Phone/Email):

Date of Delivery:

Order/Invoice Number:

Product Details (SKU/Name/Description):

Quantity Received:

Quantity Damaged:

Description of Damage:

Photographic Evidence (optional, attach separately):

Additional Notes:

Date Reported:

Signature/Name of Reporter:

Submit Damage Statement