



# Mateusz LJ Services LLC

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201-254-7400

## Equipment Damage/Theft Report Form

Damage/Theft - Reported By:	
Customer Name:	Customer Address:
Customer Phone:	Customer Email:
<b>Incident Information</b>	
Incident Date (dd/mm/yyyy): ____ / ____ / ____	
Reported on: (dd/mm/yyyy) ____ / ____ / ____	Time Reported:
<b>Property Information</b>	
List of Lost / Stolen / Damaged:	
Total number of items affected:	
Location at Time of Damage / Loss	
How Was the Damaged/Stolen?	
Description of Damage	
Employee/s on location:	
<b>Action Taken:</b>	

Employee: \_\_\_\_\_

Customer: \_\_\_\_\_

Date: \_\_\_\_\_