



DAMAGE AND THEFT CLAIM REPORT

Instructions: Please fill out the following information and be as detailed as possible. Please email form and photos of any damage to BrianLCleaningService@gmail.com.

Clients First Name: _____ Last Name: _____

Service Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email Address: _____

Are you reporting damages? ____ Yes ____ No

Are you reporting theft? ____ Yes ____ No

Date of last cleaning: _____

Date you noticed the damage or theft: _____

Item Damaged or missing: _____

Estimated Cost to replace: _____

How did you discover the item was damaged or missing. Provide any additional information regarding the damaged or missing item.

Can the damaged or missing item be replaced? Yes No

Depending on the value of the damaged or missing item, B&L Cleaning Service may or may not file an insurance claim. If no claim needs to be filed and the item can be replaced, how would you like to be reimbursed?

Check for the value of the item.

Please replace the damaged or missing item.

If you would like B&L Cleaning Service to replace the item, please provide 2-3 links where we can order your item. If we can replace it locally, let us know where we can purchase it.

1.

2.

3.

Signature: _____ Date: _____