

# MISSING MERCHANDISE REPORT

Date and Time Discovered \_\_\_\_\_

Discovered by (Print and sign) \_\_\_\_\_

SKU \_\_\_\_\_ Description \_\_\_\_\_ Quantity \_\_\_\_\_

Exact Location \_\_\_\_\_

## Evidence

- Empty/Damaged Packaging     Observed Shoplifting  
 Observed Employee Theft     Physical Inventory Variance

## Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\*

Mapped?  YES  NO (Explain) \_\_\_\_\_

Evidence Held?  YES (Location) \_\_\_\_\_  NO

Police Notified?  YES  NO (Comments) \_\_\_\_\_

\_\_\_\_\_

Inventory Adjustment Made?  YES  NO (Explain) \_\_\_\_\_

Video Reviewed?  YES  NO (Comments) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_