Report details for the Event - Company smart device

Company smart device - Admin Template	03/01/2024
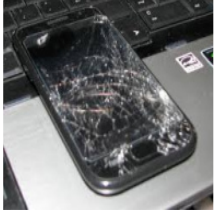
Description of Asset(s) being returned

Question	Answer
Item description	Company smart device
Item QR or Barcode code	#### #### #### ####
Condition of Item?	Broken

Employee declaration

Question	Answer
Asset holder name	Ian White
Staff number	1234
Email	iamw####12@gmail.com
Date returned	02/01/2024
Returning staff member signature	

Counter signature

Question	Answer
Receiving Officer Name	Frank Dispensable
Condition of item?	Damaged
Describe damage or defect	Broken screen
Image of item damage if necessary	
Store man full name	
Date	03/01/2024