

Key Ingredients Damage Report

Please copy and use this form **only** to report any damage noted upon arrival, during exhibition, and while repacking. Please document carefully and photograph any damage.

A Condition Report notebook travels with the exhibition crates. Please note any changes or permanent damage on the appropriate cumulative report section for your organization, copy that page, attach it (them) to this form, and send to:

Terri Cobb
Arts & Industries Building
900 Jefferson Drive, Suite 1271
Washington, DC 20560

Name of facility: _____

Address: _____

Name of person in charge: _____

Telephone number: _____ Date: _____

Damage to: Crates: #s _____

Panels: #s _____

Other: _____

Circumstances of Damage: _____

Arrived damaged: #s _____

Damaged by staff: #s _____

Damaged by public: #s _____

Unknown source: #s _____

Description of Damage: _____

Breakage: #s _____

Vandalism: #s _____

Improperly packed/handled: #s _____