

**1 LOST AND FOUND**

GM [ ] KM [ ] MGR 1 [ ] MGR 2 [ ] MGR 3 [ ] DISTRICT MGR [ ]

COLLECT COMPLETE INFORMATION TO HELP RESOLVE ISSUE

ITEM IS (circle one) DATE / / DAY OF WEEK TIME NAME OF PERSON WHO SPOKE TO GUEST  
LOST FOUND / / Su Mo Tu We Th Fri Sa AM PM

DESCRIPTION OF ITEM LOST OR FOUND

WHERE WAS ITEM LOST / WHERE WAS ITEM FOUND?

GUEST NAME GUEST PHONE  
GUEST STREET ADDRESS GUEST CITY, STATE, ZIP  
HOW RESOLVED



**2 LOST AND FOUND**

GM [ ] KM [ ]

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ITEM IS (circle one) DATE / / DAY OF WEEK TIME NAME OF PERSON WHO SPOKE TO GUEST  
LOST FOUND / / Su Mo Tu We Th Fri Sa AM PM

DESCRIPTION OF ITEM LOST OR FOUND

WHERE WAS ITEM LOST / WHERE WAS ITEM FOUND?

GUEST NAME GUEST PHONE  
GUEST STREET ADDRESS GUEST CITY, STATE, ZIP  
HOW RESOLVED

RESOLVED BY

**3 LOST AND FOUND**

GM [ ] KM [ ] MGR 1 [ ] MGR 2 [ ] MGR 3 [ ] DISTRICT MGR [ ]

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LOST FOUND / / Su Mo Tu We Th Fri Sa AM PM

DESCRIPTION OF ITEM LOST OR FOUND

WHERE WAS ITEM LOST / WHERE WAS ITEM FOUND?

GUEST NAME GUEST PHONE  
GUEST STREET ADDRESS GUEST CITY, STATE, ZIP  
HOW RESOLVED

RESOLVED BY

**4 LOST AND FOUND**

GM [ ] KM [ ] MGR 1 [ ] MGR 2 [ ] MGR 3 [ ] DISTRICT MGR [ ]

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DESCRIPTION OF ITEM LOST OR FOUND

WHERE WAS ITEM LOST / WHERE WAS ITEM FOUND?

GUEST NAME GUEST PHONE  
GUEST STREET ADDRESS GUEST CITY, STATE, ZIP  
HOW RESOLVED

RESOLVED BY