

# LOST/FOUND LOG

DATE	TIME	<b>LOST ITEM REPORTED</b> Description of item <i>(use more than one row if necessary)</i>	<b>CONTACT</b> Name and Number <i>(use more than one row if necessary)</i>	<b>FOUND ITEM</b> Description of item <i>(use more than one row if necessary)</i>	<b>CONTACT</b> Name and Number <i>(use more than one row if necessary)</i>	<b>STAFF INITIAL</b>	<b>IF RETURNED, CUSTOMER INITIAL</b>

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