



**WARNER BROS.  
DISCOVERY**

## **PRODUCTION DAMAGE REPORT**

This Damage report must be completed, signed by the employee and submitted to the Production Office **within 24 hours of the damage.**

**If there will be an anticipated cost involved in the repair/replacement of the item(s) listed below, a Purchase Order must also be completed and returned along with a copy this report attached.**

Production Name \_\_\_\_\_ Production Company \_\_\_\_\_

Have three quotes of this repair been provided  Yes  No - Note \_\_\_\_\_

PO # for replacement or repair (if applicable): \_\_\_\_\_

Is the item(s) a **production asset**?  Yes  No

Is the item(s) part of an individual's or company's box / Vehicle rental  Yes  No

Name of Employee / Person submitting this form \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Department: \_\_\_\_\_ Position: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Date of Damage: \_\_\_\_\_

Damaged Property: \_\_\_\_\_

Description of damaged item(s) (please include brand name/specific identifying information):

\_\_\_\_\_

Police Crime Reference No# (if applicable): \_\_\_\_\_

Manner in which damage occurred (if known): \_\_\_\_\_

\_\_\_\_\_

Location of damage: \_\_\_\_\_

Photos attached  ***NB: Please note that attaching the photos of the damage is mandatory, we cannot process this without.***

Is the item(s) repairable?  Yes

No (Description) \_\_\_\_\_

Approximate Replacement Cost \_\_\_\_\_

Approximate Repair value Cost: \_\_\_\_\_

**Repair / Replacement supplier information (mandatory):**

Name/company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

If the damaged is rented, Vendor information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

### Tyre Repairs

***NB: Please note that for all tyre puncture repairs, WBD have a master services agreement with a preferred vendor at set rates. Please contact the Production Office for contact details.***

Is the item(s) part of an individual's or company's equipment Box rental and a certificate of insurance has been issued by production?:  Yes  No

**Investigation required?**  Yes  No

EMPLOYEE SIGNATURE

UPM SIGNATURE

PRODUCTION  
SECURITY SIGNATURE

PRODUCTION EXEC