**MUSEUM COLLECTIONS**

**NOTICE OF LOSS**

**INSURED:**

**CONTACT NAME & PHONE NUMBER:**

**DATE OF LOSS: TIME:**

**LOCATION OF LOSS:**

**IF THEFT OR VANDALISM, WERE POLICE NOTIFIED? Yes No**

**Which dept.?**

**LOANED OR PERMANENT COLLECTION ITEM(S)?**

**WHAT IS THE INSURED VALUE OF THE OBJECT(S)?**

**IS IT A TOTAL LOSS?**

**IF THE WORK CAN BE CONSERVED, WHAT IS THE COST FOR RESTORATION?**

**LENDER’S NAME & ADDRESS (if applicable):**

**PRESENT LOCATION OF DAMAGED OBJECT:**

**MUSEUM COLLECTIONS**

**NOTICE OF LOSS**

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**DESCRIPTION OF WHAT HAPPENED:**

**ANY OTHER INFORMATION (Conservation treatment estimates, etc.):**

**ATTACHED (if applicable to claim):**

**□ Shipping Documents □ Condition Report**

**□ Loan Agreements □ Police Report**

**□ Inventory/Schedule □ Other**

**SIGNED: TITLE:**

**DATE:**