

# Incident Report

**This report must be completed by the employee and manager on duty immediately following any incident that involved Old York Cellars wine.**

**Please include as much detailed information as possible in your report -**

Date of Incident: \_\_\_\_\_

Time of Incident: \_\_\_\_\_ AM or PM

Employee First & Last Name Writing This Report: \_\_\_\_\_

Job Title: \_\_\_\_\_

Manager on Duty Name: \_\_\_\_\_

Was the customer's ID verified prior to them purchasing and/or consuming wine? \_\_\_\_\_

Did the customer purchase the wine at the restaurant? YES or NO Other \_\_\_\_\_

Customer Name(s) if Known, First & Last: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Customer(s) Ages (or Approximate Age) & Birth Dates if known: \_\_\_\_\_

\_\_\_\_\_

Addresses & Phone Numbers if known: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Physical description of the customer(s) involved: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Detailed description of what happened and where in it took place: \_\_\_\_\_

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