

PARTIAL PAYMENT SALE RETURN TEMPLATE

Installment Sales Return & Adjustment Form

CUSTOMER INFORMATION

Customer Name: _____
Account Number: _____
Phone Number: _____
Email Address: _____

ORIGINAL SALE DETAILS

Invoice / Receipt #: _____
Original Sale Date: _____
Total Sale Price: _____
Payment Terms: _____

RETURNED ITEMS

Item Number	Description	Qty	Unit Price	Total Value

FINANCIAL ADJUSTMENT & INSTALLMENT RECONCILIATION

A. Total Value of Returned Items:	
B. Less: Restocking / Return Fee (if applicable):	
C. Net Return Value (A - B):	
D. Total Amount Paid by Customer to Date:	
E. Remaining Balance Owed on Original Agreement:	
F. Adjusted Remaining Balance (E - C):	
G. Refund Amount Owed to Customer (If D > (Original Price - C)):	

METHOD OF ADJUSTMENT / REFUND

- Reduce Remaining Installment Balance Refund to Original Payment Method Store Credit / Gift Card
 Other: _____

AUTHORIZATION & SIGNATURES

By signing below, both parties agree that the installment sales agreement has been modified as detailed above. Any remaining balance obligations will proceed under the updated terms.

Customer Signature

Date:

Authorized Company Representative

Date:
