



REFUND ADJUSTMENT

Statement No: _____
Date: _____
Reference No: _____

CUSTOMER INFORMATION

ORIGINAL TRANSACTION DETAILS

Invoice Date: _____
Invoice No: _____
Payment Method: _____

DESCRIPTION / REASON FOR ADJUSTMENT	ORIGINAL AMOUNT	ADJUSTED AMOUNT	DIFFERENCE

Subtotal Difference: _____
Tax Adjustment: _____
Fee / Penalty: _____
Total Adjusted Refund: _____

Terms & Notes

PREPARED BY

AUTHORIZED SIGNATURE