

-----  
-----  
-----

## REFUND ADJUSTMENT

Statement No:

\_\_\_\_\_

Date:

\_\_\_\_\_

Reference No:

\_\_\_\_\_

---

### CUSTOMER INFORMATION

Customer Name:

-----

Account Number:

-----

Email / Phone:

-----

Address:

-----

### ORIGINAL TRANSACTION DETAILS

Invoice Number:

-----

Transaction Date:

-----

Payment Method:

-----

Original Amount:

-----

Item No.	Description of Refund / Adjustment Reason	Original Price	Adjusted Price	Refund Amount

Subtotal Refund:	
Tax Adjustment:	
Restocking/Fees:	

**Total Refund  
Approved:**

**COMMENTS & NOTES**

---

---

---

---

---

---

**Prepared By**

---

**Approved By**

---

**Customer Acknowledgment**