

NET SALES RETURN RECORD

E-commerce Transactions Only

RECORD PERIOD / DATE

DOCUMENT REFERENCE NO.

PREPARED BY

AUTHORIZED SIGN-OFF

RETURN DATE	ORDER ID	SKU / ITEM NO.	QTY	GROSS SALES	DISCOUNTS	REFUNDED	RESTOCKING FEE	NET SALES IMPACT	RETURN REASON

TOTAL GROSS SALES REFUNDED	
LESS: TOTAL DISCOUNTS RETAINED	
LESS: TOTAL RESTOCKING FEES	
TOTAL NET SALES DEDUCTION	

PREPARED BY (SIGNATURE) DATE

APPROVED BY (SIGNATURE) DATE