

# RETURN & REFUND REQUEST

Third-Party Merchant Sales

Date: \_\_\_\_\_

Request ID: \_\_\_\_\_

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## MERCHANT PARTNER DETAILS

MERCHANT PARTNER NAME

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MERCHANT PARTNER ID

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CONTACT EMAIL

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ORIGINAL ORDER NUMBER

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## CUSTOMER INFORMATION

CUSTOMER NAME

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CUSTOMER EMAIL / PHONE

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## RETURN ITEM DETAILS

SKU / ITEM CODE	ITEM DESCRIPTION	QTY	UNIT PRICE	TOTAL
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## REASON FOR RETURN

- Defective / Damaged
- Incorrect Item Received
- Customer Remorse
- Other

## REQUESTED RESOLUTION

- Full Refund to Merchant Account
- Replacement Shipment

Store Credit / Coupon



ADDITIONAL NOTES OR COMMENTS

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AUTHORIZED MERCHANT SIGNATURE

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DATE