

# PARTNER RETURN & REFUND FORM

Date: \_\_\_\_\_  
Reference No: \_\_\_\_\_

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## PARTNER INFORMATION

PARTNER NAME

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PARTNER ID / ACCOUNT NUMBER

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CONTACT PERSON

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EMAIL / PHONE

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BILLING ADDRESS

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## ORIGINAL TRANSACTION DETAILS

ORIGINAL INVOICE NUMBER

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ORIGINAL INVOICE DATE

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## REASON FOR RETURN / REFUND

- Overstock / Stock Rotation
- Damaged / Defective Goods
- Incorrect Shipment Received
- Order Cancellation
- Pricing Discrepancy
- Other (Specify below)

DETAILED REASON / COMMENTS

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## RETURNED ITEMS & REFUND CALCULATION

ITEM CODE	DESCRIPTION	QTY	UNIT PRICE	TOTAL AMOUNT

ITEM CODE	DESCRIPTION	QTY	UNIT PRICE	TOTAL AMOUNT
			<b>Subtotal</b>	
			<b>Restocking Fee</b>	
			<b>Total Refund</b>	

**PREFERRED REFUND METHOD**

- Store Credit / Account Credit
- Original Payment Method
- Bank Transfer

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AUTHORIZED PARTNER SIGNATURE

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

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INTERNAL REPRESENTATIVE APPROVAL

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