



SALES RETURN & ALLOWANCE VOUCHER

Voucher #	
Date	

CUSTOMER & ORIGINAL ORDER INFORMATION

Customer Name		Original Order #	
Email Address		Order Date	
Phone Number		Return Request Date	

RETURNED ITEMS & ALLOWANCES DETAILS

SKU / ITEM CODE	ITEM DESCRIPTION	QTY	UNIT PRICE	ALLOWANCE / DISC.	TOTAL REFUND

REFUND METHOD / ACTION TAKEN:

- Refund to Original Payment Method (Credit Card/PayPal)
- Store Credit / Gift Card Issued
- Replacement Item Sent (Exchange)
- Price Allowance Approved (No physical return required)

Subtotal	
Tax Refunded	
Restocking Fee	
Total Credit	

REASON FOR RETURN / ALLOWANCE

PREPARED BY

AUTHORIZED APPROVAL

DATE APPROVED