

INTERNAL GROUP SALES RETURN PROCESSING SHEET

Intercompany Transaction Adjustment & Quality Control Documentation

Return ID / No.		Date of Request	
Returning Entity (Debit)		Receiving Entity (Credit)	
Original Invoice No.		Original Delivery Ref.	
Original Invoice Date		Intercompany GL Code	

REASON FOR RETURN

<input type="checkbox"/> Damaged in Transit
<input type="checkbox"/> Quality Non-Conformance
<input type="checkbox"/> Incorrect Item Shipped
<input type="checkbox"/> Ordering Error
<input type="checkbox"/> Surplus Stock Return
<input type="checkbox"/> Administrative Correction
<input type="checkbox"/> Warranty Claim
<input type="checkbox"/> Other (Specify Below)

RETURNED ITEMS DETAILS

NO.	ITEM NUMBER	DESCRIPTION OF GOODS	QTY SENT	QTY RETURNED	UNIT PRICE	TOTAL VALUE
1						
2						
3						
4						
5						

Subtotal	
Handling/Restocking Fee	
Total Credit Amount	

DETAILED REMARKS / CORRECTIVE ACTIONS

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PREPARED BY (RETURNING ENTITY)
Signature & Date

VERIFIED BY (WAREHOUSE/QA)

Signature & Date

AUTHORIZED BY (RECEIVING ENTITY)

Signature & Date