

REGIONAL SALES RETURN POLICY FORM

Out-of-State Sales Return Template & Authorization

CUSTOMER & ORDER DETAILS

CUSTOMER NAME

ORDER NUMBER

DATE OF PURCHASE

STATE OF PURCHASE

DESTINATION STATE

EMAIL ADDRESS

PHONE NUMBER

RETURNED ITEMS LOG

ITEM SKU / CODE	ITEM DESCRIPTION	QTY	REASON FOR RETURN

OUT-OF-STATE COMPLIANCE CHECKLIST

- The item is in its original packaging, unused, and in the same condition as received.
- The original sales receipt or proof of purchase is attached to this document.
- The return request is made within the designated out-of-state return window.
- Out-of-state return shipping fees have been assigned as per regional policy agreements.

REFUND PROCESSING METHOD

Original Credit/Debit Card

Store Credit

Other (Specify in notes)

All out-of-state returns are subject to validation by the regional sales and compliance office. Returned merchandise originating from outside the primary state of business must comply with local tax reconciliation procedures before refunds are released. Approved refunds will be processed using the selected method within the standard processing timeframe. Shipping and handling fees for out-of-state returns are non-refundable unless specified otherwise by state consumer protection laws.

CUSTOMER SIGNATURE

DATE

AUTHORIZED REGIONAL OFFICER SIGNATURE

DATE OF AUTHORIZATION