

RETURN POLICY & REQUEST FORM

Installment Sales Agreement

1. Merchant & Agreement Information

Merchant Name:

Customer Name:

Original Invoice / Order Number:

Installment Agreement Number:

Date of Purchase:

Date of Return Request:

2. Installment Sale Return Policy

Please review the following terms regarding returns for purchases made under installment payment plans:

- **Eligibility:** Items must be returned within the standard return window of the original purchase date in their original condition, unused, and with all original packaging.
- **Cancellation of Future Installments:** Upon approval of the return, any remaining, unpaid installment payments scheduled under the agreement will be cancelled.
- **Refund of Paid Installments:** Payments already processed and collected will be refunded to the original payment method, minus any applicable restocking fees, shipping charges, or non-refundable processing fees detailed below.
- **Processing Fee / Restocking Fee:** A fee may be deducted from the initial refunded amount as per the terms of the installment agreement.
- **Account Status:** The installment account will remain active and billing will continue until the returned item is received, inspected, and officially processed.

3. Return Item Details

Item Code	Description	Qty	Total Value	Condition

4. Financial Reconciliation (Office Use Only)

Total Purchase Price:

Total Installments Paid to Date:

Remaining Installment Balance:

Less: Restocking/Processing Fee:

Less: Non-Refundable Shipping:

Net Refund Amount Due:

Future Installments Cancelled:

5. Authorization & Acknowledgment

By signing below, the Customer and Merchant acknowledge and agree that the return will be processed in accordance with the installment terms specified above. The Customer understands that future automatic payments will be terminated only upon final written approval of this return.

Customer Signature

Date:

Authorized Representative Signature

Date: