

GROSS SALES RETURN REPORT

Financial Sales Return & Credit Adjustment Template

Company Name		Report Period	
Reference No.		Date Generated	
Department		Prepared By	

DATE OF RETURN	INVOICE/RECEIPT #	SKU / ITEM ID	ITEM DESCRIPTION	QTY	UNIT PRICE	TOTAL RETURN
Total Returns Summary						

Gross Sales Total	
Less: Sales Returns	
Less: Sales Allowances	
Net Sales	

PREPARED BY (SIGNATURE & DATE)

APPROVED BY (SIGNATURE & DATE)