

# REFUND ADJUSTMENT

Statement No: \_\_\_\_\_

Date: \_\_\_\_\_

Reference No: \_\_\_\_\_

## CUSTOMER INFORMATION

Customer Name: \_\_\_\_\_  
Account No: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email/Phone: \_\_\_\_\_

## ORIGINAL TRANSACTION DETAILS

Original Invoice No: \_\_\_\_\_  
Invoice Date: \_\_\_\_\_  
Payment Method: \_\_\_\_\_  
Original Amount: \_\_\_\_\_

## ADJUSTMENT DETAILS

ITEM / CODE	DESCRIPTION OF ADJUSTMENT REASON	QTY	UNIT PRICE	TOTAL REFUND

Subtotal Refund: \_\_\_\_\_  
Tax Adjustment: \_\_\_\_\_  
Restocking / Fee Deduction: \_\_\_\_\_  
Net Refunded Amount: \_\_\_\_\_

## REFUND METHOD & PROCESSING

Refund Method: \_\_\_\_\_  
Account / Card No (Last 4): \_\_\_\_\_  
Transaction Reference: \_\_\_\_\_

Statement Notes: \_\_\_\_\_

**Prepared By**  
Authorized Representative

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**Approved By**  
Finance Department / Manager