

INSTALLMENT PLAN RETURN & REFUND FORM

Please complete this form for processing refunds on installment-based transactions.

1. CUSTOMER & ORDER INFORMATION

CUSTOMER FULL NAME

ACCOUNT / CUSTOMER ID

ORIGINAL ORDER NUMBER

ORIGINAL PURCHASE DATE

RETURN REQUEST DATE

2. INSTALLMENT PLAN DETAILS

INSTALLMENT PROVIDER

TOTAL PLAN DURATION (MONTHS)

MONTHLY INSTALLMENT AMOUNT

NUMBER OF INSTALLMENTS PAID

TOTAL AMOUNT PAID TO DATE

REMAINING BALANCE OWED

3. RETURNED ITEM(S) DETAIL

ITEM CODE / SKU	DESCRIPTION	QTY	UNIT PRICE	REASON FOR RETURN

4. REFUND & ADJUSTMENT CALCULATION (INTERNAL USE ONLY)

TOTAL VALUE OF RETURNED ITEMS

LESS: RESTOCKING / PROCESSING FEE

LESS: UNPAID INSTALLMENT BALANCE (IF OUTSTANDING)

NET REFUND AMOUNT DUE TO CUSTOMER

ACTION TAKEN ON REMAINING INSTALLMENT PLAN

- Cancel Remaining Installments
- Adjust Remaining Installments (Partial Return)
- Paid in Full / Closed

CUSTOMER SIGNATURE

PRINT NAME

DATE

AUTHORIZED REPRESENTATIVE SIGNATURE

PRINT NAME

DATE

Note: Approved refunds will be credited back to the original funding source or payment processor associated with your installment plan. It may take 5-10 business days for the adjustment to reflect on your statement.