

SALES RETURN & CREDIT

Date:	
Return Auth (RMA) #:	
Credit Memo #:	
Original Invoice #:	

CUSTOMER INFORMATION

Customer ID

Name

Address

Phone

Email

RETURN SHIPPING DETAILS

Return Method

Carrier

Tracking #

Received Date

Inspected By

ITEM #	DESCRIPTION OF RETURNED ITEM(S)	QTY	UNIT PRICE	REASON CODE	TOTAL CREDIT

ITEM #	DESCRIPTION OF RETURNED ITEM(S)	QTY	UNIT PRICE	REASON CODE	TOTAL CREDIT

Subtotal	
Restocking Fee	
Sales Tax Refund	
Total Refund Credit	

Terms & Conditions of Return: All returns are subject to final inspection and approval upon receipt. Approved credits will be applied to the customer's account or refunded to the original payment method as authorized above. Any restocking fees, if applicable, are deducted from the final credit total.

Authorized Representative Signature Date

Customer Acceptance Signature Date