

# INSTALLMENT SALES RETURN AUTHORIZATION

Return Authorization Document

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RMA Number: \_\_\_\_\_ Date of Authorization: \_\_\_\_\_  
Original Invoice No: \_\_\_\_\_ Original Sale Date: \_\_\_\_\_

## CUSTOMER INFORMATION

Customer Name: \_\_\_\_\_  
Account Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

## RETURNED ITEMS DETAILS

Item Number	Description	Qty	Unit Price	Total Value

## INSTALLMENT ACCOUNT ADJUSTMENT

Total Original Contract Amount:	
Total Principal Paid to Date:	
Value of Returned Merchandise:	
Restocking / Processing Fee:	
Adjusted Outstanding Installment Balance:	
Refund Due to Customer (if applicable):	

## REASON FOR RETURN

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By signing below, the customer and the company representative agree that the returned merchandise listed above has been received in acceptable condition. The installment sale agreement is hereby modified in accordance with the adjusted financial calculations stated on this form. All other terms and conditions of the original installment contract remain in full force and effect.

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Customer Signature

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Authorized Representative Signature

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Date

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Date