

REFUND ADJUSTMENT

Statement Date:
Statement No:
Reference No:

CUSTOMER INFORMATION

ORIGINAL TRANSACTION DETAILS

Original Invoice No:
Original Invoice Date:
Payment Method:

DESCRIPTION OF ITEM/SERVICE	ORIGINAL QTY	ADJUSTED QTY	REFUND AMOUNT

REASON FOR ADJUSTMENT

Subtotal Refund: _____
Tax Adjustment: _____
Restocking/Fee Deduction: _____
Total Refunded: _____

PREPARED BY (AUTHORIZED REPRESENTATIVE)

APPROVED BY (CUSTOMER SIGNATURE / DATE)