

RETURN INVOICE

ID: [Return Reference #]

[Company Name]
[Street Address]
[City, State, Zip]
[Email/Phone]

RETURN FROM (CUSTOMER/VENDOR)

[Name/Entity]
[Address Line 1]
[Address Line 2]
[Contact Number]

TRANSACTION DETAILS

Date: [MM/DD/YYYY]
Original Invoice #: [Number]
RMA Number: [Reference]
Payment Method: [Refund/Credit Memo]

SKU/Item #	Description	Qty Returned	Unit Price	Restocking Fee	Total Refund

Subtotal: \$0.00
Total Fees/Adjustments: (\$0.00)
Tax Adjustment: \$0.00
TOTAL CREDIT/PAYMENT: \$0.00

Reason for Return: [Defective / Overstock / Incorrect Shipment / Other]

Notes: [Insert terms of return payment or credit expiration here]

Authorized Signature: _____ Date: _____