

MERCHANDISE CREDIT
HARDWARE & SUPPLY CO.

123 Tool Lane, Build City, ST 12345

CREDIT MEMO #
DATE ISSUED

CUSTOMER INFORMATION

Name: _____

Address: _____

Phone: _____

ORIGINAL TRANSACTION

Original Invoice #: _____

Date of Purchase: _____

Reason for Return: _____

SKU / Item #	Description of Goods	Qty	Unit Price	Total Credit

Subtotal Credit: \$ _____
Restocking Fee: (\$ _____)
Tax Refunded: \$ _____
TOTAL CREDIT AMOUNT: \$ _____

AUTHORIZED SIGNATURE
CUSTOMER ACKNOWLEDGEMENT

* Merchandise credit is valid for 12 months from date of issue. * Original receipt must be presented for redemption. * Not redeemable for cash.