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CREDIT NOTE – RETURNED GOODS

CREDIT NOTE NO.	DATE ISSUED	ORIGINAL INVOICE / ORDER	RETURN AUTHORISATION (RMA)	DATE GOODS RECEIVED

ISSUED TO

Customer

Company

Address

Phone / email

FROM

Business

Address

Phone / email

Tax ID / VAT no.

Item / SKU	Reason for return	Condition	Qty	Unit price	Credit

Goods credited	
Less restocking fee	
Plus shipping refunded	
Tax rate (%)	
Tax credited	
Total credit	

Settlement

❑ Refund to original payment method ❑ Store credit / gift card issued ❑ Exchange: replacement order no. below

Refund amount / date

Refund reference

Replacement order no.

Store credit / gift card no.

NOTES (INSPECTION RESULT, POLICY APPLIED)

Processed by

Signature

Date