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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