

Retail Purchase Return Authorization

Order Sample

Return Authorization Details

Authorization No.

RPA-2024-00123

Return Date

2024-06-10

Store Name

Sample Retail Store

Prepared By

Jane Smith

Customer Information

Customer Name

John Doe

Contact

john.doe@email.com

Phone

(+1) 555-123-4567

Order No.

ORD-100987

Return Address

123 Main St, Suite 100, Cityville, AA 12345

Returned Items

#	SKU / Product Code	Description	Quantity	Unit Price	Reason for Return
1	PROD-001	Blue Denim Jeans - Size 32	2	\$40.00	Wrong Size Sent
2	PROD-007	White Cotton Shirt - M	1	\$25.00	Defective Item

Total Items

3

Total Amount

\$105.00

Restocking Fee

\$0.00

Refund Amount

\$105.00

Authorization & Notes

Notes

Return approved under the company's standard return policy. Items must be unworn and in original packaging.

Authorized By

Customer Signature

This document serves as an official authorization for processing the above return.
Please include a copy of this form with all returned items.