

Store Return Log Form for Inventory Control

Date

Returned By

Employee name

Department

Department name

Received By

Inventory personnel

Reference No.

Reference number

Optional

Remarks

Item Code	Description	Quantity	Unit	Reason for Return
...	...		pcs/kg/ltr	Damaged/Overstock/etc
...	...		pcs/kg/ltr	Damaged/Overstock/etc
...	...		pcs/kg/ltr	Damaged/Overstock/etc