

# Returns & Exchange Invoice

## Company Details

[Company Name]

[Address Line 1]

[Address Line 2]

[Phone]

[Email]

## Invoice Info

Invoice #: \_\_\_\_\_

Date: \_\_\_\_\_

Reference #: \_\_\_\_\_

## Customer Info

[Customer Name]

[Customer Address]

[Phone / Email]

Item Description	Item Code	Returned Qty	Exchanged Qty	Unit Price	Total	Reason for Return

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Subtotal:

Restocking Fee:

Exchange/Refund Due:

Remarks / Notes:

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Authorized By

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Date