

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

Subtotal:

Restocking Fee:

Exchange/Refund Due:

Remarks / Notes:

Authorized By

Customer Signature

Date