

# Retail Store Layaway Authorization Form

## Customer Information

Full Name

Phone Number

Email Address

Address

## Layaway Details

Layaway Number

Start Date

End Date

## Items on Layaway

Item Description	SKU/Code	Quantity	Unit Price	Total Price

Total Layaway Amount

Initial Payment

Balance Due

## Payment Schedule

Payment Date	Amount	Received By	Notes

Payment Date	Amount	Received By	Notes

**Terms & Conditions:**

- Layaway is available for a maximum period of \_\_\_\_\_ days.
- A minimum initial payment of \$\_\_\_\_\_ is required.
- All payments must be made on or before the scheduled dates.
- Items will be held until the balance is paid in full.
- If full payment is not received by the end date, items may be returned to stock and a restocking fee may apply.
- Layaway payments are non-refundable after \_\_\_\_\_ days.

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Customer Signature    Date: \_\_\_\_\_

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Store Representative    Date: \_\_\_\_\_