

# Customer-Initiated Merchandise Return Authorization

Date:

MM/DD/YYYY

Return Authorization #:

Auto-generated or Manual

Customer Name:

Customer Address:

Contact Information:

Phone or Email

## Return Details

Original Order #:

Purchase Date:

MM/DD/YYYY

Reason for Return:

Select Reason



Additional details (optional)

## Merchandise to be Returned

Item#	Description	Quantity	Unit Price

Return Instructions / Notes:

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Customer Signature

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Authorization (Office Use Only)