

**RETURN AUTHORIZATION-CREDIT NOTE**

Date Received \_\_\_\_\_

Customer # \_\_\_\_\_ Customer Name \_\_\_\_\_

Address \_\_\_\_\_

Invoice # \_\_\_\_\_ Invoice Date \_\_\_\_\_ Restock Charge? No \_\_\_ Yes \_\_\_

Pre-authorized Return? No \_\_\_ Yes \_\_\_ By \_\_\_\_\_ Date \_\_\_\_\_

Reimbursement for Shipping? Original Freight \_\_\_\_\_ Return Freight \_\_\_\_\_

Return of Un-Opened Package? Y \_\_\_ N \_\_\_

Completed By \_\_\_\_\_ Date \_\_\_\_\_

Entered By \_\_\_\_\_ Date \_\_\_\_\_

Item # \_\_\_\_\_ Quantity \_\_\_\_\_ Return to Inventory Y \_\_\_ N \_\_\_

Item # \_\_\_\_\_ Quantity \_\_\_\_\_ Return to Inventory Y \_\_\_ N \_\_\_

Item # \_\_\_\_\_ Quantity \_\_\_\_\_ Return to Inventory Y \_\_\_ N \_\_\_

Item # \_\_\_\_\_ Quantity \_\_\_\_\_ Return to Inventory Y \_\_\_ N \_\_\_

Item # \_\_\_\_\_ Quantity \_\_\_\_\_ Return to Inventory Y \_\_\_ N \_\_\_

Item # \_\_\_\_\_ Quantity \_\_\_\_\_ Return to Inventory Y \_\_\_ N \_\_\_

Item # \_\_\_\_\_ Quantity \_\_\_\_\_ Return to Inventory Y \_\_\_ N \_\_\_

Item # \_\_\_\_\_ Quantity \_\_\_\_\_ Return to Inventory Y \_\_\_ N \_\_\_

Item # \_\_\_\_\_ Quantity \_\_\_\_\_ Return to Inventory Y \_\_\_ N \_\_\_

Item # \_\_\_\_\_ Quantity \_\_\_\_\_ Return to Inventory Y \_\_\_ N \_\_\_

Reimbursement Return Shipping \$ \_\_\_\_\_

Reason For Return-Comments/Call Tag

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FORM OF CREDIT: Account \_\_\_\_\_

Credit Card \_\_\_\_\_ Last 4 digits of Credit Card \_\_\_\_\_

Credit Note \_\_\_\_\_  
Card Refunded \_\_\_\_\_  
Cust Acct DN \_\_\_\_\_