[Company name]

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Retail store return and exchange form

Every return logged - reason, condition and resolution, no arguments.

Return details

Date	[Date]
Customer	[Name]
Receipt no.	[Receipt number]
Item	[Product, SKU]
Reason	[e.g. faulty / wrong size / changed mind]
Item condition	[e.g. unworn with tags / used]
Resolution	[Refund / exchange / store credit]
Amount	[£ amount]

Sign-off

Staff member	Customer	Date