

Return/Exchange Form

Client Name

Client Email

Phone Number

Client Address

Invoice Number

Invoice Date

Requested by

Product/s returned

Product	Quantity	Reason

How is stock to be returned: *Mail* *Drop off* *Pick up* *Other*

Internal use only

<i>Request taken by</i>	<i>Date products returned</i>
<i>Authorised by</i>	<i>Credit note created</i>