

Customer Return Report

From

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Ship To

Report Date

Report #

Date of Return

Time of Return


Filed By

Item	Quantity Ordered	Description	Unit Count	Unit Price	Total Amount

Office Administration Section

Date Shipped	Salesperson
Customer Order #	Commission Paid
Our Order #	Credit Issue Date

Special Notes

	Date	Signature	
	Credit to issue customer __Yes __ No (explain below)		