

Details of Refunds

Refund ID	RF2024/0012
Customer Name	Jane Doe
Order/Invoice Number	INV100456
Refund Date	2024-06-21
Refund Amount	\$250.00
Refund Method	Bank Transfer
Bank Transaction Reference	TXN37465782
Reason for Refund	Product defect reported within warranty period.
Processed By	Emily Richards
Status	Processed

Important Notes:

- Ensure all refund details are accurate and match original transaction records.
- Attach supporting documents such as bank statements or emails if applicable.
- This document should be retained for audit and reconciliation purposes.
- Any discrepancies should be reported to the finance department immediately.