

Return / Exchange Sales Receipt

Store Name:

XYZ Retail Outlet

123 Main Street

City, State ZIP

Phone: (123) 456-7890

Date: 2024-06-01

Receipt #: RX-000124

Processed By: Janet Lee

Customer:

John Doe

Email: john.doe@email.com

Phone: (555) 123-4567

Original Purchase Details

Original Receipt #:	INV-102345	Purchase Date:	2024-05-20
Payment Method:	Credit Card	Last 4 Digits:	5678

Returned / Exchanged Items

Item Code	Description	Qty	Unit Price	Return / Exchange	Amount
SKU-8765	Cotton T-Shirt (Blue, L)	1	\$15.00	Return	-\$15.00
SKU-4590	Cotton T-Shirt (Green, L)	1	\$15.00	Exchange	+\$15.00

Subtotal	\$0.00
Tax Adjustment	\$0.00
Total Amount Refunded	\$0.00

Customer Signature

Staff Signature

Important Notes:

- This receipt is required for all return and exchange claims.
- Returned items must be unused and in original packaging, subject to store policy.
- Refunds for card purchases are processed back to the original card.
- Exchanges are subject to product availability.
- Keep this document for your records and any further correspondence.