

# 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

|                            |             |                       |            |
|----------------------------|-------------|-----------------------|------------|
| <b>Original Receipt #:</b> | INV-102345  | <b>Purchase Date:</b> | 2024-05-20 |
| <b>Payment Method:</b>     | Credit Card | <b>Last 4 Digits:</b> | 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        |
| <b>Total Amount Refunded</b> |                           |     |            |                   | <b>\$0.00</b> |

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.