

Refund Receipt (Handwritten Format)

Receipt No: _____
Date: ____ / ____ / ____

Customer Name: _____
Contact No: _____

Address: _____

Returned Item(s) Details

Item Description	Qty	Unit Price	Total
_____	—	_____	_____
_____	—	_____	_____
_____	—	_____	_____

Total Refund Amount _____

Payment Method: Cash / Bank / Other: _____

Reason for Return: _____

Customer Signature

Authorized Signature

Important Notes:

- This receipt must be completed legibly and kept for records by both parties.
- All details should match with the original purchase invoice.
- Refund is subject to inspection and return policy of the seller.
- Signatures of both customer and authorized person are necessary.
- Amendments must be countersigned by both parties.