

# Sales Return Voucher

Voucher Related to Ledger

**Voucher No:** SRV/2024/0076

**Date:** 2024-06-15

**Customer Name:** M/s. Alpha Traders

**Ledger A/c:** Alpha Traders (00256)

**Address:** 25 Main Street, Business Park, City

**Original Invoice No:** INV/2024/0581

S.No.	Item Description	Batch / Serial No.	Qty Returned	Unit	Rate	Amount
1	Printer Cartridge Model X	BX9283	3	pcs	500.00	1,500.00
2	Laser Printer Paper A4	P7892	10	packs	120.00	1,200.00
					<b>Total</b>	<b>2,700.00</b>

**Reason for Return:** Damaged/Defective items received

Prepared By

Checked By

Authorized Signature

**Important Notes:**

- Sales Return Voucher must be linked with the customer ledger for accurate accounting.
- Each return entry should be supported with corresponding original sales invoice details.
- Approval and authorization are required for processing returns and inventory reversal.
- Retain this voucher for audit and reconciliation purposes.
- Any discrepancy must be reported immediately to the accounts department.