

**ABC Distributors Ltd.**

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**Sales Return and Adjustment Report**SRAR No.: **SR2024-0542**

**Customer Name:** XYZ Enterprises Inc. **Date:** 2024-06-10  
**Sales Invoice No.:** INV-51327 **Return Reference:** RET-00694

| #                   | Product Description   | Batch / Serial No. | Qty Returned | Unit Price | Amount | Adjustment Reason        |
|---------------------|-----------------------|--------------------|--------------|------------|--------|--------------------------|
| 1                   | Model X Smartphone    | B234-51427         | 2            | 450.00     | 900.00 | Defective screen         |
| 2                   | Bluetooth Earbuds Pro | EBP-98747          | 5            | 80.00      | 400.00 | Wrong item sent          |
| 3                   | Wireless Charger Pad  | WC345-8864         | 1            | 35.00      | 35.00  | Customer cancelled order |
| <b>Total Amount</b> |                       |                    |              |            |        | <b>1,335.00</b>          |

Subtotal: 1,335.00  
Less: Restocking Fee - 50.00  
**Net Amount Refunded:** 1,285.00

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Prepared by  
(Name & Signature)

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Approved by  
(Name & Signature)

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Received by (Customer)  
(Name & Signature)

**Important Notes:**

- This report documents product returns and related adjustments.
- All returned items should be inspected before processing the refund or adjustment.
- Supporting documents (original invoice, return request, etc.) must be attached.
- Any restocking fees or other deductions should be clearly stated and authorized.
- Keep this report for audit and reconciliation purposes.