

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
Total Amount					1,335.00	

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

Prepared by
(Name & Signature)

Approved by
(Name & Signature)

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.