

# Return Merchandise Authorization Form

## 1. Customer Information

- Full Name: \_\_\_\_\_
- Email Address: \_\_\_\_\_
- Contact Number: \_\_\_\_\_

## 2. Order Information

- Order Number: \_\_\_\_\_
- Purchase Date: \_\_\_\_\_

## 3. Merchandise Details

Item Name	Item Code	Quantity Returned	Reason for Return

## 4. Return Reason

- Damaged Item
- Wrong Item Sent
- Defective Item
- Other (Specify): \_\_\_\_\_

## 5. Customer Acknowledgment

I confirm the items are returned in original condition, with all included accessories.

## 6. Signature

- Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_