

# Refund Receipt Form

Date of Refund

Receipt #

Customer Name

Contact Information

Product/Service Refunded

Refund Amount

Payment Method

Reason for Refund

Authorized Signature

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Customer Signature

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This **refund receipt form** sample provides a clear template for documenting refund transactions, including the specific reason for the refund. It ensures proper record-keeping and transparency between the business and customer. Using this form helps streamline the refund process and maintain accurate financial records.