

# Refund Receipt Policy for Small Businesses

Our **refund receipt policy** ensures transparency and trust between small businesses and their customers by clearly outlining the conditions under which refunds are issued. It helps maintain accurate financial records and simplifies the refund process. Adopting a clear policy protects both parties and enhances customer satisfaction.

## Refund Policy Details

- Refunds are issued within 7 business days of receiving the returned product or approving the refund request.
- The item must be returned in its original condition along with the original receipt or proof of purchase.
- Refunds are processed to the original payment method only.
- Certain items may be final sale and non-refundable. Please check the product description or ask our staff.
- Shipping costs are non-refundable unless the return is due to our error or a defective product.

## Requesting a Refund

1. Contact our customer service team within 14 days of receiving your product.
2. Provide your receipt or order confirmation number to initiate the process.
3. Follow the instructions provided by our staff for returning the product, if applicable.
4. You will receive a refund receipt by email once your refund has been processed.

## Refund Receipt

Upon completing a refund, a **refund receipt** will be generated and sent to your registered email. This document serves as proof of the transaction reversal for your records.

## Contact Information

If you have any questions regarding our refund receipt policy, please contact us at [support@yourbusiness.com](mailto:support@yourbusiness.com) or call (123) 456-7890.