

Damaged Goods Refund Request Sheet

Please complete this form to request a refund for goods received in a damaged condition. This sheet is formatted for printing and physical archiving.

1. Requestor & Order Information

Customer Name: Request Date:

Order Number: Delivery Date:

Email Address: Phone Number:

2. Damaged Items Details

Item Code / SKU	Item Description	Quantity Damaged	Unit Price	Total Claim Amount	Nature of Damage (e.g., Broken, Wet, Crushed)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Refund Method & Processing Preference

Preferred Refund Method (e.g., Original Credit Card, Store Credit, Check):

Has the damaged physical inventory been returned to the warehouse?:

Additional Notes or Comments:

4. Authorization & Signatures

By signing below, the requestor certifies that the items listed above were received damaged, and the approving authority confirms eligibility for a refund.

Customer / Requestor Signature:

Authorized Store Representative Signature:

Date:

Date: