

E-commerce Order Refund Request Form

Please fill out this form to request a refund. Print this document and include it inside your return package.

1. Customer Information

Full Name:

Email Address:

Phone Number:

2. Order Details

Order Number:

Order Date (MM/DD/YYYY):

Date of Return Request:

3. Items to be Refunded

Please list the items you are returning below:

Item 1 Name/SKU: Qty: Price:

Item 2 Name/SKU: Qty: Price:

4. Reason for Refund

Reason (e.g., Damaged, Wrong Size, Incorrect Item, Not as Described):

Additional Comments/Details:

5. Refund Method Preference

Preferred Refund Method (Original Payment Method / Store Credit):

6. Verification and Signature

By signing below, I verify that the items listed above are being returned in their original condition and in accordance with the store return policy.

Customer Signature (Sign Here):

Date Signed: