

Product Return Request Form

Customer Details:

- Full Name: _____
 - Address: _____
-

- Contact Number: _____
 - Email Address: _____
-

Product Details:

- Product Name/Model: _____
 - Purchase Date: _____
 - Invoice/Receipt Number: _____
 - Serial Number of the Product: _____
-

Return Details:

- Reason for Return (Check One):
 - Damaged Product Received
 - Incorrect Product Delivered
 - Defective Product
 - Others (Please Specify): _____
- Date the Issue Was Noticed: _____
- Description of the Problem:

Return Preferences:

- Preferred Resolution:
 - Replacement

Refund

Repair

• **Additional Notes (if any):**

Acknowledgment:

I confirm that:

1. The Product is being returned in its original packaging with all accessories and manuals.
2. The Product has not been tampered with or misused.
3. I have attached the required documents for verification.

Customer Signature: _____

Date: _____

Documents Required for Product Return (Attach with the Form):

1. Copy of the original purchase receipt/invoice.
2. Photograph of the Product showing the issue (if applicable).
3. Any other relevant documentation supporting the return.

For Office Use Only:

• **Return Request Received By:** _____

• **Date of Return Submission:** _____

• **Return Reference Number:** _____

• **Inspection Findings:**

• **Action Taken:**

Approved

Rejected (Reason: _____)

• **Authorized Signatory:** _____

• **Date:** _____