**Refund Request Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name:** | ABC Retail Solutions | **Address:** | 123 Main Street, Lahore |
| **Contact:** | +92 300 1234567 | [support@abcretail.com](mailto:support@abcretail.com) | **Form Title:** | Refund Request Form |
| **Form No.:** | RRF-2025-001 | **Date of Request:** | 13-Oct-2025 |

**Section 1: Customer Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name | Muhammad Ali | Contact Number | +92 333 9876543 |
| Email Address | ali.m@example.com | Order / Invoice No. | INV-4589 |
| Purchase Date | 05-Oct-2025 |  |  |

**Section 2: Product / Service Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Product / Service Name** | **Quantity** | **Unit Price (PKR)** | **Total (PKR)** | **Reason for Refund** |
| 1 | Bluetooth Headphones | 1 | 4,500 |  | Defective – one side not working |
| 2 | USB-C Charger | 2 | 1,200 |  | Wrong item delivered |

**Section 3: Refund Summary**

|  |  |  |  |
| --- | --- | --- | --- |
| Subtotal | 6,900 | Sales Tax (15%) | 1,035 |
| **Total Refund Amount (PKR)** | **7,935** |  |  |

**Section 4: Refund Method**

|  |  |  |  |
| --- | --- | --- | --- |
| Bank Transfer | ☐ | Credit Card Reversal | ☐ |
| Store Credit | ☐ | Cash Refund | ☐ |

**Bank Account Details (if applicable):**  
Account Title: Muhammad Ali  
Bank Name: HBL  
Account No.: 01234567890123

**Section 5: Declaration**

I hereby declare that the information provided is true and that the product/service has been returned in accordance with the company’s refund policy.

**Customer Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 6: Office Use Only**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Processed By** | **Department** | **Refund Approved (Yes/No)** | **Approval Signature** | **Date** |
| Mr. Ahmed Khan | Accounts | Yes |  | 14-Oct-2025 |