

# End-of-Day Returns and Exchanges Report

## Store Information

Date		Store Name	
Prepared By		Manager Approval	

## Returns

Transaction #	Item Name/Code	Qty	Reason	Refund Amount	Processed By

## Exchanges

Transaction #	Original Item	New Item	Qty	Reason	Processed By

## Summary

Total Returns		Total Exchanges	
Total Refund Amount		Notes	