

Name		Register No.	Cashier
Address		City State Zip	
Phone	Signature		Amount Paid \$

Date of Purchase ▶ / / Check One ▶ Cash Check BankCard House Charge

Reason ▶	<input type="checkbox"/> Wrong Size Or Color	<input type="checkbox"/> Defective	Receipt ▶	<input type="checkbox"/> Attached	Refund Info ▶	<input type="checkbox"/> Exchange	Refund By ▶	<input type="checkbox"/> Cash	<input type="checkbox"/> BankCard
	<input type="checkbox"/> Did Not Want Or Need	<input type="checkbox"/> Other		<input type="checkbox"/> No Receipt (Get DL#)		<input type="checkbox"/> Other		<input type="checkbox"/> Check	<input type="checkbox"/> HouseCharge

Today's Date ▶	Drivers License Number ▶	Last Date Sold ▶	Last Sales Price ▶
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SKU's Returned	Manager Approval
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Notes

Returned To Stock By ▼

Date _____

Ace Stock No. 90111

See Reverse Side For Instructions On How To Use This Form

This two part perforated form is completed by the customer (grey areas). The cashier then fills out the remaining information which can be checked off to save time. The numbered smaller stub on the right side, tears away and should be attached to the merchandise, while the larger slip containing the return information would be turned in with the days media.

The returned merchandise is then returned to stock by someone other than the person granting the refund (separation of duties). Restocking should be done by the person responsible for the department where the merchandise is to be returned. The smaller stub is initialed and placed in an inaccessible slot at the POS area where they could be reconciled to the matching pre-numbered slip. Once matched they should be filed by customer last name or by chronological number depending on the type of control you are looking for. For example:

- Filed by last name; you have the capability of identifying customers who may be abusing your refund system or who may be involved in shoplift/refund schemes.
- Filed in chronological order; you will be able to audit your cashiers activity easier. If this is done, then it would require you to write the numbers of the refund slip for each days paperwork.

days media and file this with that

NOTE: Future Ace POS systems may have this information via computer data base with many useful control features and reports.