# Product Return Authorization Form

*This document is used to request authorization for returning a product in accordance with the company's return and refund policy. Please fill out the relevant details below to initiate the return process.*

## Customer Information

**Name:** {customerName}

**Email:** {customerEmail}

**Phone Number:** {customerPhone}

**Order Number:** {orderNumber}

**Order Date:** {orderDate}

## Product(s) to be Returned

|  |  |  |  |
| --- | --- | --- | --- |
| **Product Name** | **SKU** | **Quantity** | **Reason for Return** |
| {#products}{productName} | {sku} | {quantity} | {returnReason}{/products} |

## Return Type

**Requested Action:** {returnAction}

**Preferred Refund Method:** {refundMethod}

## Condition of the Item(s)

{#itemUnopened}**Item(s) are unopened and in original packaging.**{/itemUnopened}{^itemUnopened}**Item(s) have been opened or used.**{/itemUnopened}

## Additional Comments

{additionalNotes}

## Attachments

Customer has submitted the following attachments for support:

{#attachments}

* {fileName}

{/attachments}

## Return Authorization Details (Office Use Only)

**RMA Number:** {rmaNumber}

**Authorized By:** {authorizedBy}

**Date Authorized:** {authorizationDate}

*Please ensure the RMA number is included on the return package. Returns without authorization may not be processed.*