# Return Shipping Label

**Purpose:** This document provides a pre-formatted return shipping label to be used by customers returning items to the retailer. Please print and attach it securely to the return package.

## Return Information

**Customer Name:** {customerName}

**Order Number:** {orderNumber}

**Return Authorization Number (RMA):** {rmaNumber}

**Date of Return:** {returnDate}

## Return Address

**Recipient:** {returnRecipient}
**Company:** {companyName}
**Street Address:** {streetAddress}
**City:** {city}
**State/Province:** {state}
**Postal Code:** {postalCode}
**Country:** {country}

## Sender Information

**Sender Name:** {customerName}
**Street Address:** {customerStreet}
**City:** {customerCity}
**State/Province:** {customerState}
**Postal Code:** {customerZip}
**Country:** {customerCountry}

## Items Being Returned

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Name** | **SKU** | **Quantity** | **Reason for Return** |
| {#items}{itemName} | {sku} | {quantity} | {reason}{/items} |

## Additional Instructions

{additionalInstructions}

{#prepaidLabelNotice}

**Note:** A prepaid return label is included. Please ensure the label is clearly affixed to your return package.

{/prepaidLabelNotice}

{^prepaidLabelNotice}

**Note:** You are responsible for return shipping. Please use a trackable shipping method and retain your receipt.

{/prepaidLabelNotice}

## Checklist Before Sending

{#checklist}

* {item}

{/checklist}

## Contact Information

If you have questions about your return, please contact us at **{supportEmail}** or call **{supportPhone}**.