

Item Return Order Sheet

Order No.

Enter Order Number

Date

Requested By

Requester Name

Department

Department Name

Return To (Supplier)

Supplier Name

Supplier Contact

Contact Details

Reason for Return

Reason

No.	Item Name / Description	Item Code	Quantity	Unit	Condition	Remarks

Additional Notes

Enter any additional remarks or information

Requested By

Approved By

Received By