

## Gift Exchange Receipt

**Date:** \_\_\_\_\_

**Receipt No.:** \_\_\_\_\_

**Store Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Customer Name:** \_\_\_\_\_

**Phone/Email:** \_\_\_\_\_

Item Description	Original Receipt No.	Qty	Exchange Reason	Value
_____	_____	—	_____	_____
_____	_____	—	_____	_____

**Exchange Notes:** \_\_\_\_\_

**Exchanged With (Item/Value):** \_\_\_\_\_

**Balance/Refund:** \_\_\_\_\_

Customer Signature \_\_\_\_\_

Authorized Staff \_\_\_\_\_