Receipt for Returned Items

Date: [Insert Date]

Returned By: [Insert Name]

Returned To: [Insert Inventory Manager/Department]

Item Details

Item Description	Item Code	Quantity Returned	Condition
[Insert Item Description]	[Insert Item Code]	[Insert Quantity]	[Insert Condition]

Total Items Returned: [Insert Total Quantity]

Notes: [Insert Any Relevant Notes]

Signature: _____

[Insert Name of Person Receiving the Items]

Thank you for your return.