RETURN / EXCHANGE SLIP

For shops not registered under GST (no tax on this slip)

Shop name _____ **Phone** _____

Slip no. _____ **Date** _____

Original bill (invoice) no. _____ **Bill date** _____

Customer _____ **Mobile** _____

Reason _____

Items returned

Sr	Item	Size / colour	Qty	Rate ₹	Amount ₹
1					
2					
3					
4					
5					
Total					

Less: share of bill discount	
Return value	

New items (exchange)

Sr	Item	Size / colour	Qty	Rate ₹	Amount ₹
1					
2					
3					
4					
5					
Total					

Given back as _____

Not registered under GST: keep this slip with your copy of the bill so sales and the galla match. GST-registered shops: use the credit note instead.

Less: discount	
New items value	
Customer pays	
Shop gives back	

Customer signature _____ **Shop signature** _____

Free credit note format from tapandbill.in · Tap & Bill takes returns against the old bill and gives each one a CN number