Klarstig

# Customer Service Event Refund

**FICTIONAL EXAMPLE FOR ILLUSTRATION. NAMES, ADDRESSES AND NUMBERS ARE INVENTED.**

Request review of a payment for a possible refund. Provide the transaction reference, reason and any returned goods or cancellation details.

## Contact and reference

**Organization using this document**
Maple Street Community Center

**Your name or contact reference ***
Alex Rivera

**Email for a reply if needed**
alex.rivera@example.com

## Information for this document

**Order invoice or transaction reference ***
REF-2026-0143

**Original payment date ***
November 14, 2026

**Original amount paid ***
250

**Refund amount requested ***
250

**Currency ***
EUR

**Other currency code if selected**
REF-2026-0148

**Reason for requesting a refund ***
(Free-text answer - not filled in for this example)

**Return or cancellation status**
Completed

**Supporting receipt or correspondence**
example-document.pdf (fictional attachment)

Attach separately - uploads work in the online form only.

## Specific details

### Event name date and location

Complete when relevant to this request.

November 14, 2026

### Cancellation unused portion or other basis for the refund

(Free-text answer - not filled in for this example)

## Operating context

### Organization branch or team concerned

Complete when relevant to this request.

Maple Street Community Center

### Local requirements and constraints relevant to this document

(Free-text answer - not filled in for this example)

## Team specific details

### Customer service team queue or case reference

Complete when relevant to this request.

Operations

### Response expectations escalation route and customer handover needs

(Free-text answer - not filled in for this example)

## Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- No payment is taken by default. Online payment needs a connected payment account and is configured separately.
- File uploads work online only. The printable version lists the documents to attach but cannot collect them.
- Some questions become required only after certain answers. The printable version shows every question.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

### Want help tailoring this form? Free, Starter and Pro include five personal setup sessions, up to 30 minutes each, per new organization.

Klarstig / Daniel Petry · klarstig.ai · hello@klarstig.ai · support@klarstig.ai · 800-781-1775 · 11917 Laurel Ave., Forestville, CA 95436, USA