Klarstig

# Product Return

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

Identify the items being returned, their condition and the reason for return. The receiving team should confirm receipt and any next action.

## 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

**Original order loan or rental reference ***

REF-2026-0143

**Items identifiers and quantities being returned ***

Two boxes of children's winter coats (sizes 4-10) and three unopened packs of socks.

**Reason for return ***

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

**Condition at return ***

Unused

**Planned or actual return date ***

November 14, 2026

**Return method ***

Drop off

**Requested next action ***

Replacement

**Shipment tracking or handover reference**

REF-2026-0150

## Specific details

**Product name model or item reference**

Complete when relevant to this request.

Alex Rivera

### Accessories missing items damage and handover arrangements

Two boxes of children's winter coats (sizes 4-10) and three unopened packs of socks.

## 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)

## 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.
- 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.

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