Klarstig

# Professional Services Service 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

### Service type provider and reference

Complete when relevant to this request.

Operations

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

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

## Operating context

### Client engagement and service area

Complete when relevant to this request.

Operations

### Deliverables review contacts timing and confidentiality instructions

(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.

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