Material Return Form

Customer Name : MRN #:

Project Id: Date:

Department:

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Part Name (or) Description** | **Part -Id (or) Part Code** | **Reason (s) for Return**  *(provide a detailed description)* | **Quantity** | **Date Supplied to Customer** | **Part purchased from** | **Part Purchased Date** | **Warranty status** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

Returned by: Received By:

Approved by: Credit Amount:

Inventory Ledger: (Tally) Ledger Details:

**Instructions: 1.** The form should be filled in duplicate 2. One copy should be retained by the Engineering Dept. after getting the acknowledgement of receipt. 3. The other copy should be kept with the Administration dept. 4. Upon receiving the material, the Administration dept. should increase the inventory to the respective part ledger and give credit to the customer in Tally.