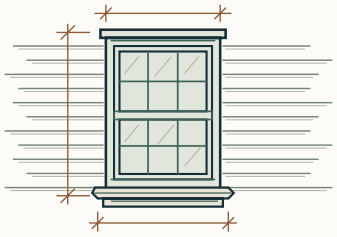
Avalon
Property Care and Management

Paradise, NL
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BILLING / BLANK TEMPLATE

Refund record



Document a completed refund against its original payment and external refund reference.

TEMPLATE VERSION
1.0

COMPLETED BY
Avalon office

Confirm the refund was issued in the payment source before completing the record. Link any accounting credit note or tax adjustment prepared for the transaction.

Details to complete

An asterisk marks a required entry.

Refund record number *

Refund recipient *

Original payment receipt or transaction reference *

Invoice or credit-note reference

Amount refunded (CAD) *

Refund issued date *

Refund method *
Cash / E-transfer / Cheque / Card through an external terminal / Bank transfer / Other documented method

External refund or cashbook entry *

Reason and allocation *
Identify the affected service, cancellation or overpayment.

Approving staff member *

Attestation

I reviewed the referenced payment source and recorded the refund already issued.

Printed name and role

Signature and date