**REFUND REQUEST FORM**

Date of Request:

Name of Client:

Item Purchased:

Cost of Item:

Transaction Number:

**Amount to Refund**

Reason for refund request:

**If paid via Paypal:**

Paypal ID Number:

**If paid using credit card:**

Transaction Number:

Expiration date

Security code:

**Note:** Kindly attach the original transaction / payment confirmation eMail.

Refund process takes 5 - 7 business days to approve and to appear in your account. If the account information is not correct the refund will be delayed.

I hereby request a refund for the product or services that I purchased for the reason/s stated above.

I acknowledge that some instances may warrant a slight deduction of the amount to be refunded. In cases where there is fault or error on the part of the vendor, a full refund will be provided.

**Signature** **Date**