

Pet Supplies "Plus"
Excessive Credit/Debit Card Charge
To Customer Account

PSP Store Number: _____

Customer Name: _____

Address: _____

Customer Phone #: _____

Date of Sale Transaction: _____

Amount of Sales Transaction: _____ A

Total amount charged to Customer: _____ B
(Verified by inspection by Store Manager)

Amount to be Refunded to Customer: _____ = B - A

Instructions and Conditions:

- 1) Customer has shown the excessive transaction to a PSP store manager
- 2) PSP Store Manager has not taken a paper copy of any banking information
- 3) Customer has not initiated any contact with customer Bank or Credit Card company
- 4) PSP Store Manager has reimbursed customer excess charge amount in cash
- 5) If customer's bank reverses excessive charge to customers account, the excessive charge reimbursement will be returned to Pet Supplies Plus
- 6) Customer signs and dates a copy of this form as receipt for the reimbursement
- 7) PSP Store Manager signs and dates a copy of this form as verification of examining the excessive charge to customer bank or credit card account.
- 8) One copy of this completed form is immediately scanned into an email to the Greenwood office - with the original sent in with Petty Cash Report
- 9) One copy of this completed form is immediately delivered to the customer
- 10) Copy of transaction is attached to this report for Greenwood office copy

Customer Signature _____

Date _____

PSP Store Manager _____

Date _____