

Refund Agreement

A signed commitment to return money after a cancelled sale, a returned item, or an overpayment, with the amount, deadline, and payment method fixed.

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1. Parties

Identifies who owes the refund and who receives it, with ID details.

2. Background

Briefly records the original payment and the reason money is coming back, anchoring the refund to real events.

3. Refund amount

Fixes the exact amount owed in figures and words, ending any debate about partial or 'store credit' alternatives.

4. Return of the item

Where a sale is being unwound, states when and how the item goes back and in what condition.

5. Deadline or schedule

Sets the date the refund is due, or a short schedule of partial payments with dates and amounts.

6. Payment method

Specifies the account or wallet the refund goes to, so payment can be verified from the transaction record.

7. Missed deadline

States the consequence of missing the date — for example, the full balance becoming immediately due.

8. Full and final settlement

Confirms that once the refund is complete, neither side has further claims over the original transaction.

Signatures — A

Signatures — B

Witness signature

Date: _____

Date: _____

Date: _____

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PREVIEW