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| **退款申請單** | | | |
| **填寫日期\*：** | | | |
| **客戶公司名稱\*** |  | **客戶公司電話\*** |  |
| **客戶聯繫窗口\*** |  | **窗口聯繫電話\*** |  |
| **購買日期\*** |  | **申請退款日期\*** |  |
| **是否檢附發票\*** |  | | |
| **申請退款金額\*** |  | | |
| **申請退款原因\*** |  | | |
| **退款方式\*** |  | | |
| **銀行匯款資訊** |  | | |
| **銷售經理意見\*** |  | | |
| **財務主管意見\*** |  | | |