Manual Refund Voucher

15 digits American Express Card number which starts with "37" →

Cardmember Name →

10 digits Merchant number which starts with "981" (for Hong Kong) and Trading Name →

Cardmember's signature is not mandatory for refund purposes →

Account Number 運通卡號碼	
Cardmember Name 持卡人姓名	Check or Bill No. 單據號碼
	Reason For Refund 退款原因
Service Establishment 商戶名稱　Date of Credit 退款日期	Amount for Purchases & Services 貨物或服務金額
	Taxes 稅項
Credit 退款單	Tips/Misc. 小費 / 雜項
Establishment agrees to transmit to American Express Travel Related Services Co., Inc. or Authorized Representative for payment. Merchandise and/or service purchased on this card shall not be resold or returned for cash refund.	
Cardmember Signature 持卡人簽署 X	**Total** 總數　Amexco Use Only
	Equivalent Amount
AMERICAN EXPRESS ®　Credit Number　XXXXXX	Please Print Firmly　Record or Credit
	Cardmember Copy　持卡人存根

Refund Date ↑　　The amount that the Cardmember should be refunded with ↑

10 digits Merchant number which starts with "981" (for Hong Kong) →

Trading name and trading address →

Merchant's signature →

Refund Date ←

Number 商戶號碼	
	Date 日期
Service Establishment 商戶名稱及地址 Name and Address	To avoid delays in payment and reduce correspondence please make sure the totals shown below are correct and supported by card credit forms properly signed. For your protection, retain your copy of the Credit for 6 months.
	Total Amount for Purchases and Services 貨物或服務總金額
Credit Summary 退款總結單 Use Imprinter and plastic card or rubber stamp.	Total Taxes and Tips 稅項及小費總額
Authorized Signature 負責人簽署 X	**Grand Total of All Credit Forms** 退款總數　Number of Credit
AMERICAN EXPRESS ®　Invoice Number　XXXXXX	Please Print Firmly　Summary of Credit Records
	Service Establishment Copy　商戶存根

Total Refund Amount ↑　　Total Refund (Credit) ↑

AMERICAN EXPRESS ®