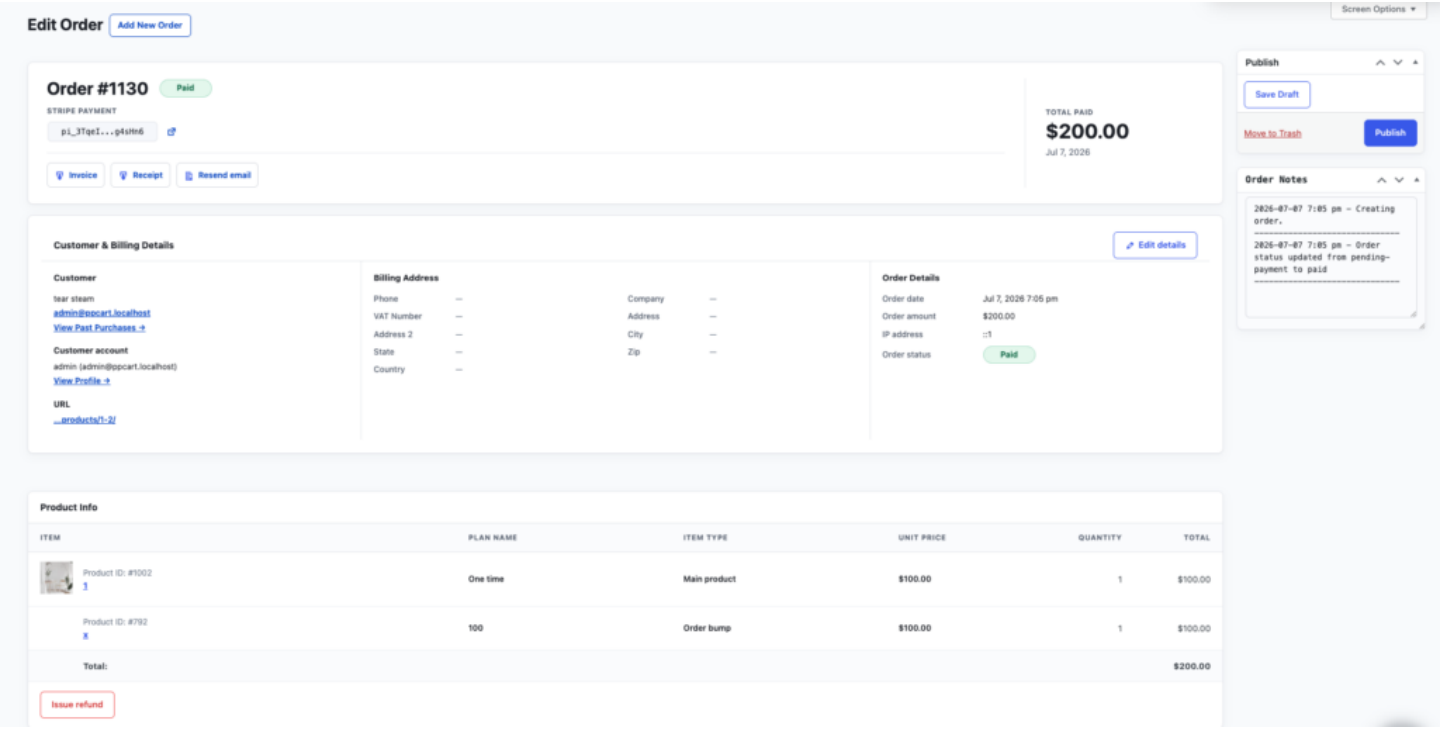
How to Issue a Refund

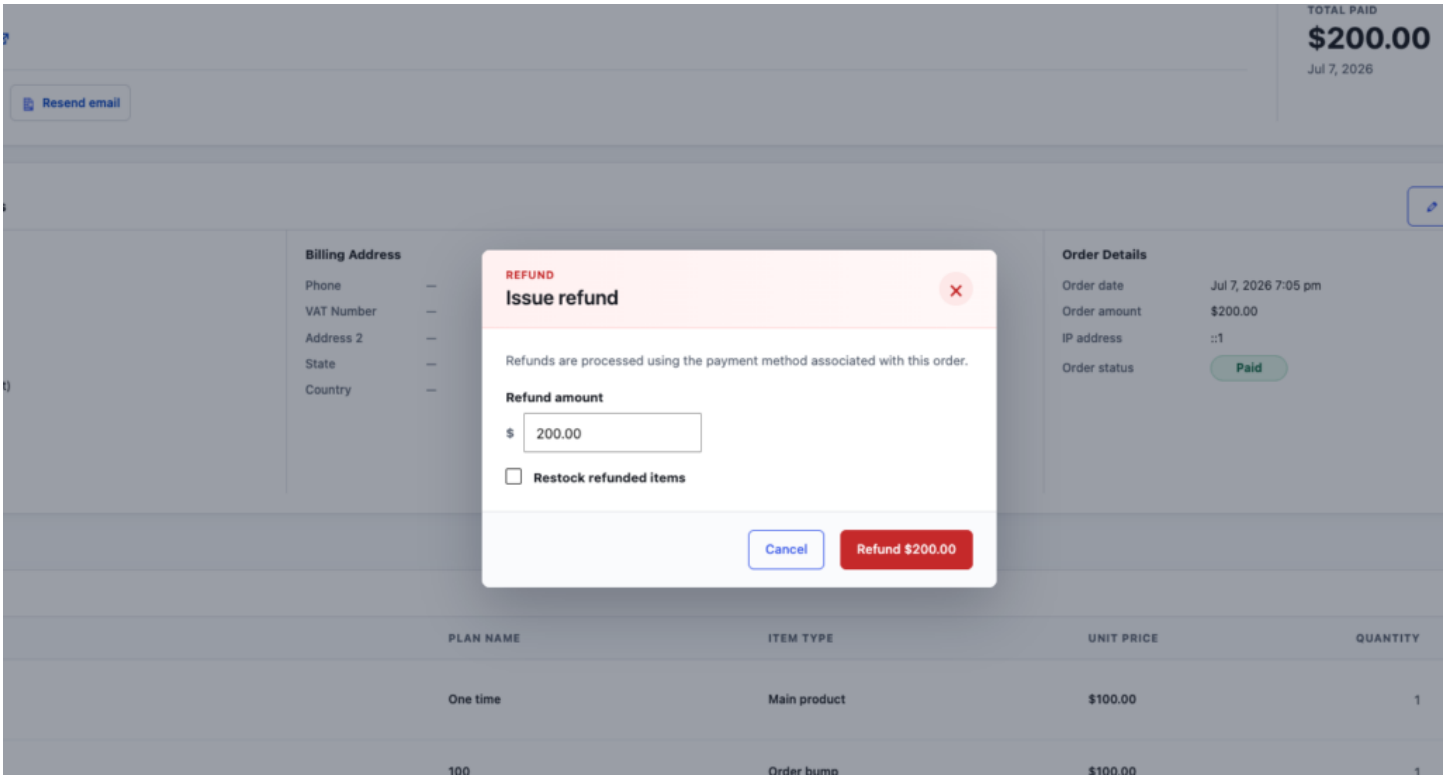
Orders · https://publishpress.com/knowledge-base/how-to-issue-a-refund/

If your customer is not happy with your product or services and they are expecting for a refund, you could do this steps:

- Go to WP-Admin > Orders.
- Open the customer order:



- On the bottom left, click "**Issue refund**", it will show this modal:



- By default it will have the **full amount**, but you can fill it any amount for doing **partial refund**.

Notes:

- If it's an item that have a stock, check the "Restock refunded items" will restock the item.
- If the order has subscription, refunding the order will cancel the subscriptions.