

### AR Credit Memo Request

Requestor:	<input type="text" value="arjay mayo"/>
Date(Request)-to N.C.:	<input type="text" value="07/13/2023"/>
Date(Request)-to A/R:	<input type="text" value="07/13/2023"/>
Date(Complete):	<input type="text"/>

#### Basic Information

Customer:	BisonOffice LLC	Date:	<input type="text" value="07/13/2023"/>
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Deduction Amt \$:

Customer	<input type="text" value="2752313"/>	PO No:	<input type="text"/>
PO/Ref No:	<input type="text" value="20730511"/>		

Date of Refund:

Refund  Credit Card  Paypal

On Account

Customer via:  Wire Transfer

Please check and fill necessary information below: A/B provide documents as indicated

(A) Valid payment deduction → Issue credit memo(CM)	
CM amount \$:	<input type="text" value="4.04"/>

Reason: Non-Return (Price Adjustment)

Non-Return Refund No.:

Please provide item number(s) associated with the deduction:

Total amt \$:

4.04

Item #:

I150-240 (SD2) BLK

Item Amt \$:

4.04

Sales Rep:

Kim Wang

Restocking Fee apply?

Yes

No

Total Item Amount \$:

4.04

**(B) Invalid deduction → Claim to Customer**

(Need support to customer)

Amount to claim \$:

0

Note:

Signature Authorization Required:

CSR Mngr:

Lisa Petros

Date:

07/13/2023