

AR Credit Memo Request

Requestor:	<input type="text" value="Lisa Petros"/>
Date(Request)-to N.C.:	<input type="text" value="07/17/2023"/>
Date(Request)-to A/R:	<input type="text" value="07/17/2023"/>
Date(Complete):	<input type="text"/>

Basic Information

Customer:	BisonOffice LLC	Date:	<input type="text" value="07/17/2023"/>
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Deduction Amt \$:

Customer	<input type="text" value="2731238"/>	PO No:	<input type="text"/>
PO/Ref No:	<input type="text" value="20724712"/>		

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="32.66"/>

Reason: Returns RA No.

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

Total amt \$:

32.66

Item #:

ID10-1563 YOUT

Amount \$:

32.66

Sales Rep:

Mallory Pirie

Restocking Fee apply? Yes No

(B) Invalid deduction → Claim to Customer

(Need support to customer)

Amount to claim \$: 0

Note:

Signature Authorization Required:

CSR Mngr: Lisa Petros

Date: 07/17/2023