

AR Credit Memo Request

Requestor:	<input type="text" value="Judy Tagud"/>
Date(Request)-to N.C.:	<input type="text" value="09/06/2023"/>
Date(Request)-to A/R:	<input type="text" value="09/06/2023"/>
Date(Complete):	<input type="text"/>

Basic Information

Customer: Date:

Deduction Amt \$:

Customer PO No:
PO/Ref No:

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 \$:

Reason: Non-Return (Did Not Receive Shipment)
Non-Return Refund No.:

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

Total amt \$:

Item #:

Item Amt \$:

Freight \$:

Handling \$:

Sales Rep:

Restocking Fee apply?

Yes

No

Total Item Amount \$:

Total Freight \$:

Total Handling \$:

(B) Invalid deduction → Claim to Customer

(Need support to customer)

Amount to claim \$:

Note:

Signature Authorization Required:

CSR Mngr:

Lisa Petros

Date:

09/06/2023