

### AR Credit Memo Request

|                        |   |
|------------------------|---|
| Requestor:             | <input type="text" value="Judy Tagud"/> |
| Date(Request)-to N.C.: | <input type="text" value="09/13/2023"/> |
| Date(Request)-to A/R:  | <input type="text" value="09/13/2023"/> |
| Date(Complete):        | <input type="text"/>                    |

#### Basic Information

|           |                  |       |   |
|-----------|------------------|-------|---|
| Customer: | Cleo's Furniture | Date: | <input type="text" value="09/13/2023"/> |
|-----------|------------------|-------|---|

Deduction Amt \$:

|            |                                       |        |                      |
|------------|---------------------------------------|--------|----------------------|
| Customer   | <input type="text" value="37107"/>    | PO No: | <input type="text"/> |
| PO/Ref No: | <input type="text" value="20740880"/> |        |                      |

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="300.95"/> |

Reason: Non-Return (Carrier Damage)

Non-Return Refund No.:

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

Total amt \$:

300.95

Item #:

MP35-7593 (SD3) RU

Item Amt \$:

135.85

Freight \$:

18.82

Sales Rep:

Robert Strydom

Item #:

MP35-7067 (SD3) RU

Item Amt \$:

130.24

Freight \$:

16.04

Sales Rep:

Robert Strydom

Restocking Fee apply?

Yes

No

Total Item Amount \$:

266.09

Total Freight \$:

34.86

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

(Need support to customer)

Amount to claim \$:

0

Note:

**Signature Authorization Required:**

CSR Mngr:

Lisa Petros

Date:

09/13/2023