

### AR Credit Memo Request

Requestor:	<input type="text" value="Judy Tagud"/>
Date(Request)-to N.C.:	<input type="text" value="09/21/2023"/>
Date(Request)-to A/R:	<input type="text" value="09/21/2023"/>
Date(Complete):	<input type="text"/>

#### Basic Information

Customer:	BisonOffice LLC	Date:	<input type="text" value="09/21/2023"/>
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Deduction Amt \$:

Customer	<input type="text" value="2801163"/>	PO No:	<input type="text"/>
PO/Ref No:	<input type="text" value="20743846"/>		

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="149.63"/>

Reason: Non-Return (Defective Item  
Credit – Non-Return)

Non-Return Refund No.:

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

Total amt \$:

149.63

Item #:

MP104-0810 (SD3) FL

Item Amt \$:

149.63

Sales Rep:

Kim Wang

Restocking Fee apply?

Yes

No

Total Item Amount \$:

149.63

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

(Need support to customer)

Amount to claim \$:

0

Note:

Signature Authorization Required:

CSR Mngr:

Lisa Petros

Date:

09/21/2023