

### AR Credit Memo Request

Requestor:	<input type="text" value="Judy Tagud"/>
Date(Request)-to N.C.:	<input type="text" value="10/02/2023"/>
Date(Request)-to A/R:	<input type="text" value="10/02/2023"/>
Date(Complete):	<input type="text"/>

#### Basic Information

Customer: Ultimate Builders Service      Date:

Deduction Amt \$:

Customer:  PO 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 (Defective Item  
Credit – Non-Return)  
Non-Return Refund No.:

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

Total amt \$:

42.74

Item #:

MP95B-0262 (SD2) Af

Item Amt \$:

29.2

Freight \$:

11.2

Handling \$:

2.34

Sales Rep:

Timothy Hill Matchur

Restocking Fee apply?

Yes

No

Total Item Amount \$:

29.20

Total Freight \$:

11.20

Total Handling \$:

2.34

(B) Invalid deduction → Claim to Customer

(Need support to customer)

Amount to claim \$:

0

Note:

Signature Authorization Required:

**CSR Mngr:**

Lisa Petros

**Date:**

10/02/2023