



# AR CREDIT MEMO REQUEST

Requestor: Judy  
 Date (Request to AR): 10/5/2023  
 Date (Complete): \_\_\_\_\_

## BASIC INFORMATION

Customer : BisonOffice LLC Sales Rep: Kim Wang Credit Amount: \$ 56.40

Refund customer via: Ollix #: 20743746

Credit Card/PayPal Po# 2800844

On Account

Prepaid Wire

## REFUND INFORMATION

### Reason for Refund:

Freight Adjustment

Returns

RA #:

50009585

Restocking fee applied (yes/no)?

Damages/Repair Costs

Incorrect shipping/short shipment

Pricing error/billing mistake

Sales discount

Other

Please state reason: \_\_\_\_\_

### Please list all item #s involved in deduction:

Item #:	<u>MP108-0665</u>	Item Cost:	<u></u>	Qty:	<u>1</u>	Item Credit:	<u>\$ -</u>	Frft:	<u>\$ 56.40</u>
Item #:	<u></u>	Item Cost:	<u></u>	Qty:	<u></u>	Item Credit:	<u>\$ -</u>	Frft:	<u></u>
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Item #:	<u></u>	Item Cost:	<u></u>	Qty:	<u></u>	Item Credit:	<u>\$ -</u>	Frft:	<u></u>

Item #: \_\_\_\_\_ Item Cost: \_\_\_\_\_ Qty: \_\_\_\_\_ Item Credit: \$ - Frt: \_\_\_\_\_

Total Credit: \$ 56.40

Notes:

Crediting freight for a defective item.

**SIGNATURE AUTHORIZATION REQUIRED:**

CSR Mngr: Lisa Petros

Date: 10/5/2023