



# AR Credit Memo Request

Requestor: Steffi test customerservice  
 Date (Request) - to N.C.: 5/14/2015  
 Date (Request) - to A/R: 5/14/2015  
 Date (Complete): 5/15/2015

### Basic Information

Customer: E&E Co., LTD Date: 5/14/2015 Deduction Amt \$: 0.00  
 Refund Customer via: PO No.: 20024808 Date of Refund: 5/15/2015  
 Credit Card  Paypal  On Account

Please check and fill necessary information below: A / B provide documents as indicated

**(A) Valid payment deduction** → **Issue credit memo (CM)** CM amount \$: 0.00

Reason: Returns RA No. 21000102

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

Item #:	<u>MP12-389</u>	Amount \$:	<u>51.75</u>	Sales Rep:	<u>Annie Thomas</u>		
Item #:	<u>EO30-413A</u>	Amount \$:	<u>13.50</u>	Sales Rep:	<u>Annie Thomas</u>	Total amt \$:	<u>65.25</u>

Restocking Fee apply?  YES  NO

**(B) Invalid deduction** → **Claim to Customer** Amount to claim \$: 55.00

(Need support to file with customer)

Note:

### Signature Authorization Required:

CSR Mngr: Lisa Fuller

Date: 5/14/2015