

### AR Credit Memo Request

Requestor:	<input type="text" value="arianne marundan"/>
Date(Request)-to N.C.:	<input type="text" value="12/28/2023"/>
Date(Request)-to A/R:	<input type="text" value="12/28/2023"/>
Date(Complete):	<input type="text"/>

#### Basic Information

Customer:  Date:

Deduction Amt \$:

Customer  PO No:  
 PO/Ref 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 \$:	<input type="text" value="215.46"/>
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Reason: Non-Return (Defective Item  
Credit – Non-Return)

Non-Return Refund No.:

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

Total amt \$:

215.46

Item #:

II108-0371 (SD3) FUR

Item Amt \$:

199.5

Handling \$:

15.96

Sales Rep:

Laci Haven

Restocking Fee apply?

Yes

No

Total Item Amount \$:

199.50

Total Handling \$:

15.96

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

(Need support to customer)

Amount to claim \$:

0

Note:

Signature Authorization Required:

CSR Mngr:

Lisa Petros

Date:

12/28/2023

