

### AR Credit Memo Request

Requestor:	<input type="text" value="Melissa Brown"/>
Date(Request)-to N.C.:	<input type="text" value="01/08/2024"/>
Date(Request)-to A/R:	<input type="text" value="01/08/2024"/>
Date(Complete):	<input type="text"/>

#### Basic Information

Customer:	Gardner White	Date:	<input type="text" value="01/08/2024"/>
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Deduction Amt \$:

Customer	<input type="text" value="215023"/>	PO No:	<input type="text"/>
PO/Ref No:	<input type="text" value="20752567"/>		

Date of Refund:

Refund  Credit Card  Paypal

Customer via:  On Account  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="333.95"/>

Reason: Non-Return (Did Not Receive Shipment)

Non-Return Refund No.:

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

Total amt \$:

333.95

Item #:

II100-0357 (SD3) FUR

Item Amt \$:

124.03

Freight \$:

200

Handling \$:

9.92

Sales Rep:

Harris Sales Inc.

Restocking Fee apply?

Yes

No

Total Item Amount \$:

124.03

Total Freight \$:

200.00

Total Handling \$:

9.92

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

(Need support to customer)

Amount to claim \$:

0

Note:

Signature Authorization Required:

**CSR Mngr:**

Lisa Petros

**Date:**

01/08/2024