

AR Credit Memo Request

Requestor:

Date(Request)-to N.C.:

Date(Request)-to A/R:

Date(Complete):

Basic Information

Customer: 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 \$:

448.5

Item #:

MP108-0788 (SD3) FL

Item Amt \$:

448.5

Sales Rep:

Kim Wang

Restocking Fee apply?

Yes

No

Total Item Amount \$:

448.50

(B) Invalid deduction → Claim to Customer

(Need support to customer)

Amount to claim \$:

0

Note:

Signature Authorization Required:

CSR Mngr:

Lisa Petros

Date:

03/22/2024