

### AR Credit Memo Request

Requestor:	<input type="text" value="Lisa Petros"/>
Date(Request)-to N.C.:	<input type="text" value="11/01/2023"/>
Date(Request)-to A/R:	<input type="text" value="11/01/2023"/>
Date(Complete):	<input type="text"/>

#### Basic Information

Customer:	<input type="text" value="BisonOffice LLC"/>	Date:	<input type="text" value="11/01/2023"/>
-----------	--	-------	---

Deduction Amt \$:

Customer	<input type="text" value="2822562"/>	PO No:	<input type="text"/>
PO/Ref No:	<input type="text" value="20749913"/>		

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="168.33"/>

Reason: Returns RA No.

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

**Total amt \$:**

168.33

**Item #:**

MT108-0079 FUR

**Amount \$:**

168.33

**Sales Rep:**

Kim Wang

**Restocking Fee apply?**  Yes  No

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

(Need support to customer)

**Amount to claim \$:** 0

Note:

**Signature Authorization Required:**

**CSR Mngr:** Lisa Petros **Date:** 11/01/2023