

AR Credit Memo Request

| | |
|------------------------|---|
| Requestor: | <input type="text" value="arianne marundan"/> |
| Date(Request)-to N.C.: | <input type="text" value="07/17/2024"/> |
| Date(Request)-to A/R: | <input type="text" value="07/17/2024"/> |
| Date(Complete): | <input type="text"/> |

Basic Information

| | | | |
|-----------|-----------------|-------|---|
| Customer: | BisonOffice LLC | Date: | <input type="text" value="07/17/2024"/> |
|-----------|-----------------|-------|---|

Deduction Amt \$:

| | | | |
|------------|---------------------------------------|--------|----------------------|
| Customer | <input type="text" value="2891669"/> | PO No: | <input type="text"/> |
| PO/Ref No: | <input type="text" value="20776151"/> | | |

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="845.38"/> |

Reason: Non-Return (Shortage)

Non-Return Refund No.:

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

Total amt \$:

845.38

Item #:

MPS137-0117 (WDC)

Item Amt \$:

585.38

Freight \$:

260

Sales Rep:

Kim Wang

Restocking Fee apply?

Yes

No

Total Item Amount \$:

585.38

Total Freight \$:

260.00

(B) Invalid deduction → Claim to Customer

(Need support to customer)

Amount to claim \$:

0

Note:

Signature Authorization Required:

CSR Mngr:

Lisa Petros

Date:

07/17/2024

