

AR Credit Memo Request

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

Basic Information

Customer:	Virventures Inc.	Date:
	<input type="text" value="08/08/2024"/>	

Deduction Amt \$:

Customer	<input type="text" value="OXPL-78"/>	PO No:
PO/Ref No:	<input type="text" value="20798395"/>	

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="31.6"/>

Reason: Returns RA No.

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

Total amt \$:

31.60

Item #:

ID10-1225 YOUT

Amount \$:

31.60

Sales Rep:

Micky Zhu

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: 08/08/2024