

AR Credit Memo Request

| | |
|------------------------|---|
| Requestor: | <input type="text" value="Judy Tagud"/> |
| Date(Request)-to N.C.: | <input type="text" value="03/12/2025"/> |
| Date(Request)-to A/R: | <input type="text" value="03/12/2025"/> |
| Date(Complete): | <input type="text"/> |

Basic Information

| | | |
|-----------|------------------------|---|
| Customer: | Payless Furniture Inc. | Date: |
| | | <input type="text" value="03/12/2025"/> |

Deduction Amt \$:

| | | |
|------------|--|--------|
| Customer | <input type="text" value="957716911"/> | PO No: |
| PO/Ref No: | <input type="text" value="20838193"/> | |

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="42.52"/> |

Reason: Non-Return (Normal Return)

Non-Return Refund No.:

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

Total amt \$:

42.52

Item #:

MP13-5485 (SD2) ADI

Item Amt \$:

42.52

Sales Rep:

Micky Zhu

Restocking Fee apply?

Yes

No

Total Item Amount \$:

42.52

(B) Invalid deduction → Claim to Customer

(Need support to customer)

Amount to claim \$:

0

Note:

Signature Authorization Required:

CSR Mngr:

Lisa Petros

Date:

03/12/2025