

### AR Credit Memo Request

Requestor:	<input type="text" value="Judy Tagud"/>
Date(Request)-to N.C.:	<input type="text" value="04/04/2025"/>
Date(Request)-to A/R:	<input type="text" value="04/04/2025"/>
Date(Complete):	<input type="text"/>

#### Basic Information

Customer:  Date:

Deduction Amt \$:

Customer  PO No:  
 PO/Ref 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 (Did Not Receive Shipment)  
 Non-Return Refund No.:

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

Total amt \$:

183.23

Item #:

HH10-1647 (SD3) ADI

Item Amt \$:

148.83

Freight \$:

22.49

Handling \$:

11.91

Sales Rep:

Heather Coffey

Restocking Fee apply?

Yes

No

Total Item Amount \$:

148.83

Total Freight \$:

22.49

Total Handling \$:

11.91

(B) Invalid deduction → Claim to Customer

(Need support to customer)

Amount to claim \$:

0

Note:

Signature Authorization Required:

CSR Mngr:

Lisa Petros

Date:

04/04/2025