

## AR Credit Memo Request

Requestor:	<input type="text" value="Melissa Brown"/>
Date(Request)-to N.C.:	<input type="text" value="06/18/2025"/>
Date(Request)-to A/R:	<input type="text" value="06/18/2025"/>
Date(Complete):	<input type="text"/>

### Basic Information

Customer:	Giga Cloud (Comptree)	Date:
		<input type="text" value="06/18/2025"/>

Deduction Amt \$:

Customer	<input type="text" value="CS593692234-qz"/>	PO No:
PO/Ref No:	<input type="text" value="20866199"/>	

Date of Refund:

Refund	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Paypal
Customer via:	<input checked="" type="checkbox"/> On Account	
	<input type="checkbox"/> 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="55.94"/>
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Reason: Non-Return (Wrong Item  
Shipped – Non-Return)  
Non-Return Refund No.:

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

Total amt \$:

55.94

Item #:

MP13-3979 (SD3) ADI

Item Amt \$:

55.94

Sales Rep:

Micky Zhu

Restocking Fee apply?

Yes

No

Total Item Amount \$:

55.94

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

(Need support to customer)

Amount to claim \$:

0

Note:

Signature Authorization Required:

CSR Mngr:

Lisa Petros

Date:

06/18/2025