

### AR Credit Memo Request

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

#### Basic Information

Customer: Ultimate Builders Service      Date:

Deduction Amt \$:

Customer: UBF596      PO No:

PO/Ref No:

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 \$:

Reason: Non-Return (Normal Return)

Non-Return Refund No.:

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

Total amt \$:

84.26

Item #:

UHK10-0131 (SD2) YC

Item Amt \$:

72.28

Freight \$:

11.98

Sales Rep:

Timothy Hill Matchur

Restocking Fee apply?

Yes

No

Total Item Amount \$:

72.28

Total Freight \$:

11.98

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

(Need support to customer)

Amount to claim \$:

0

Note:

Signature Authorization Required:

CSR Mngr: Lisa Petros Date: 06/06/2025

