

### AR Credit Memo Request

Requestor:	<input type="text" value="arianne marundan"/>
Date(Request)-to N.C.:	<input type="text" value="07/28/2025"/>
Date(Request)-to A/R:	<input type="text" value="07/28/2025"/>
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 (Normal Return)  
 Non-Return Refund No.:

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

Total amt \$:

342.43

Item #:

II10-1070 (WDC) ADU

Item Amt \$:

64.07

Sales Rep:

Heather Coffe

Item #:

MP10-8430 (SD3) BLk

Item Amt \$:

55.12

Sales Rep:

Heather Coffe

Item #:

HH10-1647 (SD3) ADI

Item Amt \$:

223.24

Sales Rep:

Heather Coffe

Restocking Fee apply?

Yes

No

Total Item Amount \$:

342.43

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

(Need support to customer)

Amount to claim \$:

0

Note:

**Signature Authorization Required:**

CSR Mngr:

Lisa Petros

Date:

07/28/2025