

AR Credit Memo Request

| | |
|------------------------|---|
| Requestor: | <input type="text" value="arianne marundan"/> |
| Date(Request)-to N.C.: | <input type="text" value="09/19/2025"/> |
| Date(Request)-to A/R: | <input type="text" value="09/19/2025"/> |
| 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 (Defective Item
 Credit – Non-Return)
 Non-Return Refund No.:

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

Total amt \$:

341.57

Item #:

MP121-0772 (SD3) FL

Item Amt \$:

318.18

Freight \$:

23.39

Sales Rep:

Heather Coffey

Restocking Fee apply?

Yes

No

Total Item Amount \$:

318.18

Total Freight \$:

23.39

(B) Invalid deduction → Claim to Customer

(Need support to customer)

Amount to claim \$:

0

Note:

Signature Authorization Required:

CSR Mngr:

Lisa Petros

Date:

09/19/2025

