

AR Credit Memo Request

Requestor:	<input type="text" value="arianne marundan"/>
Date(Request)-to N.C.:	<input type="text" value="11/14/2025"/>
Date(Request)-to A/R:	<input type="text" value="11/14/2025"/>
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 (Wrong Item Shipped – Non-Return)
 Non-Return Refund No.:

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

Total amt \$:

15.45

Item #:

II72-1226 (SD2) BATH

Item Amt \$:

15.45

Sales Rep:

Micky Zhu

Restocking Fee apply?

Yes

No

Total Item Amount \$:

15.45

(B) Invalid deduction → Claim to Customer

(Need support to customer)

Amount to claim \$:

0

Note:

Signature Authorization Required:

CSR Mngr:

Lisa Petros

Date:

11/14/2025