

AR Credit Memo Request

Requestor:	<input type="text" value="arjay mayo"/>
Date(Request)-to N.C.:	<input type="text" value="01/09/2026"/>
Date(Request)-to A/R:	<input type="text" value="01/09/2026"/>
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 (Did Not Receive Shipment)

Non-Return Refund No.:

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

Total amt \$:

1248.67

Item #:

MT120-1201 (SD3) FL

Item Amt \$:

262.5

Freight \$:

77.49

Sales Rep:

Dennis Greenwalt

Item #:

II12-1040 (SD3) ADUL

Item Amt \$:

110.7

Freight \$:

7.1

Sales Rep:

Dennis Greenwalt

Item #:

IIF18-0049 (SD3) FUR

Item Amt \$:

169.57

Freight \$:

40.11

Sales Rep:

Dennis Greenwalt

Item #:

MPS160-279 (SD3) AF

Item Amt \$:

105.13

Freight \$:

19.21

Sales Rep:

Dennis Greenwalt

Item #:

MT100-0001 (SD3) FL

Item Amt \$:

301.02

Freight \$:

42.85

Sales Rep:

Dennis Greenwalt

Item #:

LCN10-0105 (SD3) AC

Item Amt \$:

99.75

Freight \$:

13.24

Sales Rep:

Dennis Greenwalt

Restocking Fee apply?

Yes

No

Total Item Amount \$:

1048.67

Total Freight \$:

200.00

(B) Invalid deduction → Claim to Customer

(Need support to customer)

Amount to claim \$:

0

Note:



Signature Authorization Required:

CSR Mngr:

Lisa Petros

Date:

01/09/2026