

AR Credit Memo Request

Requestor:	<input type="text" value="arianne marundan"/>
Date(Request)-to N.C.:	<input type="text" value="01/19/2026"/>
Date(Request)-to A/R:	<input type="text" value="01/19/2026"/>
Date(Complete):	<input type="text"/>

Basic Information

Customer:	Perpay Inc.	Date:
		<input type="text" value="01/19/2026"/>

Deduction Amt \$:

Customer	<input type="text" value="P011187300-1"/>	PO No:
PO/Ref No:	<input type="text" value="20906890"/>	

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 \$:	<input type="text" value="60.98"/>

Reason: Non-Return (Defective Item
Credit – Non-Return)
Non-Return Refund No.:

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

Total amt \$:

60.98

Item #:

5DS73-0201 (SD2) TC

Item Amt \$:

60.98

Sales Rep:

Micky Zhu

Restocking Fee apply?

Yes

No

Total Item Amount \$:

60.98

(B) Invalid deduction → Claim to Customer

(Need support to customer)

Amount to claim \$:

0

Note:

Signature Authorization Required:

CSR Mngr:

Lisa Petros

Date:

01/19/2026