

### AR Credit Memo Request

Requestor:	<input type="text" value="arianne marundan"/>
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: Interiors By Design      Date:

Deduction Amt \$:

Customer PO-400174      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 \$:

65

Item #:

MT100-1190 (SD3) FL

Item Amt \$:

65

Sales Rep:

Angella Li

Restocking Fee apply?

Yes

No

Total Item Amount \$:

65.00

**(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