

### AR Credit Memo Request

Requestor:	<input type="text" value="arianne marundan"/>
Date(Request)-to N.C.:	<input type="text" value="01/12/2026"/>
Date(Request)-to A/R:	<input type="text" value="01/12/2026"/>
Date(Complete):	<input type="text"/>

#### Basic Information

Customer: Elements of Design      Date:

Deduction Amt \$:

Customer PO-1151      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 (Freight Adjustment)  
 Non-Return Refund No.:

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

Total amt \$:

275.51

Item #:

MP100-1011 (SD3) FL

Freight \$:

275.51

Sales Rep:

Dennis Greenwalt

Restocking Fee apply?

Yes

No

Total Freight \$:

275.51

**(B) Invalid deduction → Claim to Customer**

(Need support to customer)

Amount to claim \$:

0

This is a replacement order for 1 qty of damaged chair under Order 20891164

Signature Authorization Required:

CSR Mngr:

Lisa Petros

Date:

01/12/2026