

AR Credit Memo Request

Requestor:	<input type="text" value="arianne marundan"/>
Date(Request)-to N.C.:	<input type="text" value="06/08/2026"/>
Date(Request)-to A/R:	<input type="text" value="06/08/2026"/>
Date(Complete):	<input type="text"/>

Basic Information

Customer: Date:

Deduction Amt \$:

Customer PO No:

PO/Ref No:

Date of Refund:

Refund Credit Card Paypal

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 \$:

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

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

Total amt \$:

83.47

Item #:

MP103-1296 (SD3) FL

Item Amt \$:

83.47

Sales Rep:

Heather Coffey

Restocking Fee apply?

Yes

No

Total Item Amount \$:

83.47

(B) Invalid deduction → Claim to Customer

(Need support to customer)

Amount to claim \$:

0

Note:

Signature Authorization Required:

CSR Mngr:

Lisa Petros

Date:

06/08/2026