



CREDIT MEMO

Vendor _____ Credit Memo # _____
Invoice # _____ Credit Memo Date _____
Invoice Date _____

Reason Code	Quantity	Product Number	Product Description	Unit Price	Extension

Sales Tax _____

Total

REASON CODES:
1. Item(s) not ordered. Returned.
2. Item(s) on invoice not received.
3. Inaccurate invoice weight.
4. Inaccurate invoice count.
5. Item(s) below grade returned.
6. _____

_____ Receiver

_____ Driver



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