

### Credit Memo Request

Company Name:

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Date: \_\_\_\_\_

Purchase order #: \_\_\_\_\_

Our Invoice #: \_\_\_\_\_

Invoice Date: \_\_\_\_\_

Please credit our account for the following reason:

- Short Shipment:
  - Incorrect Pricing:
  - Other:
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Quantity Discrepancy	Product Code	Billed Unit Price	Correct Unit Price	Amount Invoiced