

DEBIT MEMO CLAIM FOR CREDIT

REGISTER NO. _____

DATE _____

Reason for Adjustment

- Price Adjustment
- Defective Merchandise
- Freight Adjustment
- Weight Adjustment
- Returned Merchandise
- Quality Adjustment
- Merchandise Shortage
- Damaged Merchandise
- Other

We are debiting your account

We are submitting claim for credit

COMMODITY (as described on invoice)

P.O. No.

Invoice or
Reference No.
Date

Details of Complaint: (see reason checked above)

Customer Credited

Credit Number	Credit Date	Credit Amount	Total Amount of Claim \$ _____
Investigated By:	Approved By:		Cleared _____ Date _____ Credit No. _____ Amount _____