

JOB SHEET

DEPT: _____ DATE: _____

JOB NO.	CUSTOMER	MATERIAL	DATE IN	SCHEDULE	NO.

ADJUSTMENT DEBIT

TO: _____ SHIPPED TO: _____

DATE	OUR ORDER #	CUSTOMER #	OUR CREDIT #	YOUR ORDER #	YOUR CHECK #	YOUR CHECK AMT.

DEAR CUSTOMER:

WE HAVE CHARGED \$ _____ TO YOUR ACCOUNT. THIS AMOUNT WAS DEDUCTED FROM YOUR REMITTANCE IN THE AMOUNT OF \$ _____ DATED _____. THE DEDUCTION WAS CHARGED BACK TO YOU FOR THE FOLLOWING REASON(S).

SIGNED: _____ TITLE: _____