



Wholesale Distributors

CM

COMPUTER NUMBER

CUSTOMER

NO. _____

NAME _____

ADDRESS _____

JOB NAME _____ CUSTOMER P.O. _____

Approved by _____

PICK UP FROM _____

ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

WRITTEN BY _____ **DATE** ____ / ____ / ____

BRANCH _____

CREDIT MEMO
REQUEST FOR CREDIT

REASON FOR RETURN _____

	QUANTITY RECEIVED	MFG. CODE	PART NUMBER	SOLD ON INVOICE NO.	PRICE	DISC MULT	NET	SHOULD BE	COST
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									

TOTAL QUANTITY RECEIVED

PICKED UP BY _____

PICKED UP DATE _____

SUBTOTAL				
SALES				
TAX ON \$				
____% RESTOCKING				
FREIGHT				
TOTAL CREDIT				

Customer may return goods that are normally stocked by the seller and are not a special order item. The returned goods are subject to inspections and the following conditions: (i) The goods are in new condition without any damage; (ii) The goods have not been used, installed, modified, altered or repaired; and (iii) The goods are in original packaging with original parts. The customer acknowledges that these returns may be subject to a restock fee and that returning material does not guarantee that a credit will be issued. Special order items are subject to the manufacturer's policies and fees and may not be returnable.

PRICED BY _____ CHECKED BY _____

CONDITION OF MERCHANDISE WHEN PICKED UP
 NEW, IN ORIGINAL PACKING OTHER RETURNED TO STOCK RETURNED TO MFGR.