Credit Memo Request

Invoice # _____   Credit Amount: $_____
(Attach Hard Copy)

Team Member Name: _____   Charge Back Amount: $_____

Team Member Name: _____   Charge Back Amount: $_____

Team Member Name: _____   Charge Back Amount: $_____

Team Member Name: _____   Charge Back Amount: $_____

Team Member Name: _____   Charge Back Amount: $_____

Reason for Credit: _____

_____

_____

_____   _____

Manager   Date

_____   _____

Operations Manager   Date