



Date: _____
Customer: _____
Job Name: _____
Invoice # _____

Salesman: _____
Written By: _____
Job Address: _____

ITEM NUMBER/DESCRIPTION	QUANTITY	COST	PRICE

REASON FOR RETURN and/or CREDIT

- Defective Material Pricing Error
- Order Taker Error Sales Tax
- Order Filler Error Quotation
- Customer Error
- Job Clean Up

NOTES: _____

Received By: _____ Date: _____

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For Office Use Only:

Return To Stock _____
Return to Vendor _____
Vendor RGA # _____
Approved By _____

Entered By: _____
Entry Date: _____
Credit Memo # _____
Restocking % _____