

Request For Credit Returns & Exchanges Discrepancy Notification

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Branch: OKC Muskogee Duncan T1 _____ Date: 4 15 197
 Advanced RA# _____ Issued By _____
 Return Return Authorized By Steve
 Credit Requested Credit To Be Issued Exchange Original Paperwork Correct Discrepancy

Customer Name: Mr Smith Phone Number: _____
 Contact Name: Mr Smith Customer P.O.: N/A
 Order Number: 15800 Reference # 25600 J & E Associate Name: Steve #66
 Cash Charge Paid By Check Active Order Order Modified By _____
 Over/Under Shipment Ordered Incorrectly Damaged Non-Conforming Shipment Other
 Description of Discrepancy (Explanation Required) Customer over ordered

QUANTITY SHIPPED	QUANTITY RETURNED	DESCRIPTION	PRICE	AMOUNT
200	100	3/8-16 X 2 Cann Bolts ZC	.06	6.00

SUBTOTAL 6.00
 TAX .50
 TOTAL 6.50

Cash Exchange Parts
 Received by: Mr Smith

Corrective Action Taken to Achieve Customer Satisfaction: <u>Refund</u>	<p style="text-align: center;">FOR ANALYSIS ONLY</p> 1. Cause of Discrepancy: _____ _____ _____ 2. Corrective Action Taken: _____ _____ _____ 3. Sign Off: _____ _____ _____
Parts Checked by <u>Steve #66</u> Restocked by <u>Steve #</u> Credit Memo # _____	Date Order Taken: / / Date Entered: / / Date Filled: / / Request Date: / / Date Checked: / / Date Delivered: / /