

Credit Note Request Form

In order to request a credit note, please complete the details below, if you require any assistance or clarification please contact amp on 01707 378 670

Customer Name:		Acc No:	
Invoice:		Customer o/n:	
Telephone:		Date raised:	
Reason for credit (please give full details):			
Units or spares to be credited:			
QTY	Descriptions	Price (each)	
Total exc. VAT		£	
If credit is for incorrect price, discount or carriage please advise details here:			
Please state if carriage is to be credited: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Please state if the items are to be booked into stock: <input type="checkbox"/> Yes <input type="checkbox"/> No			
If Yes, please state where goods are:			
Request raised by:			
Approved by:			