



15080 Desman Road, La Mirada, CA 90638
 Tel: (562) 356-0802 Fax: 562.356.0805

REQUEST FOR CREDIT (RGA)

Note: this is NOT a Credit Memo. An Actual Memo will be Forwarded upon Approval

DATE:	PO NUMBER:	INVOICE NUMBER:
PERSON ISSUING REQUEST FOR CREDIT: TITLE:		SALES REP:

ACCOUNT BILLING INFORMATION

ACCOUNT NO:	ACCOUNT NAME:		
ADDRESS:	CITY:	ST:	ZIP:
CONTACT PERSON:	PHONE:	FAX:	

REASON FOR CREDIT REQUEST

OTHER _____
 CUSTOMER CANCELLED
 DAMAGE
 DEFECT
 CUSTOMER ERROR
 MIS-SHIP
 SALES PERSON ERROR

ITEMIZED LIST

	ITEM #	QTY	EACH or CASE	DESCRIPTION	PRICE	TOTAL DUE
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

GRAND TOTAL:

PICK UP REQUIRED YES NO
 ITEM(S) TO BE RETURNED YES NO
 INSPECT & ADVISE YES NO

NOTE: Review of credit request may require verification by digital image from client or inspection by VNT Pottery representative

VNT POTTERY OFFICE USE ONLY

RGA NO:	MANAGER APPROVAL:	DATE
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