



CREDIT MEMO **DEBIT MEMO**

TCC Materials
 Roberts Concrete Products

Customer Name _____ Date _____

Customer # _____ Memo# _____

Project _____ TCC Sales Rep _____

Adjustment For:

Product Destination:

- | | | | | |
|--------------------------------------|--|------------------------------------|---|--|
| <input type="checkbox"/> Price | <input type="checkbox"/> Wrong Product | <input type="checkbox"/> Quantity | <input type="checkbox"/> Color Issue | <input type="checkbox"/> Return to Inventory |
| <input type="checkbox"/> Tradeshow | <input type="checkbox"/> Samples | <input type="checkbox"/> Promotion | <input type="checkbox"/> Donation for 501(C)3 | <input type="checkbox"/> Damaged / Dispose |
| <input type="checkbox"/> Other _____ | | | | <input type="checkbox"/> Left at Jobsite |

Location (Plant #): _____

Please use a negative number for credit in the total column:

DATE	INVOICE #	SO #	DESCRIPTION	TOTAL

Total Credit / Debit Requested

Notes: _____

Submitter Name _____ Date Signed _____

Manager Approval _____ Date Signed _____

Executive Approval (if over \$2,500 credit to customer) _____ Date Signed _____