

**Pioneer Wine Company, LP**  
**Credit Memo Request Form for Returns and Rebills**

Form updated 12/1/11

Date of Request: \_\_\_\_\_

Person Making Request: \_\_\_\_\_

Customer Account Code: \_\_\_\_\_

Customer Account Name: \_\_\_\_\_

Sales Invoice Number: \_\_\_\_\_

Sales Rep Name: \_\_\_\_\_

Rebill or Return\* \_\_\_\_\_

Pickup Requested? \*\* \_\_\_\_\_

If a Return, check one of the following reasons:

A01 Item on invoice but not on delivery truck

A03 Wrong item on truck - pulled incorrectly (no vintage issue)

A04 Wrong item on truck - pulled incorrectly (vintage issue)

A05 Wrong item on truck - ordered incorrectly (no vintage issue)

A06 Wrong item on truck - ordered incorrectly (vintage issue)

A07 UPC label issue

A08 Item quantity issue (too many or too few delivered)

A09 Customer refused item at delivery

If a Rebill, check one of the following reasons:

B01 Price adjustment

B02 Other, please explain

Item Code	Invoice		Correct		Qty Bottles	Qty Cases	Notes
	Unit	Price	Unit	Price			

\* Rebill is a price adjustment; Return is an inventory quantity adjustment

\*\* If driver pickup requested, need to complete a credit order

For accounting use: \_\_\_\_\_

Credit Memo Number: \_\_\_\_\_

Approved By: \_\_\_\_\_ (Warehouse Manager)

Approved By: \_\_\_\_\_ (Accounting)

