

Adjustment Form



Yunnan Danyun Fair Trade Development Co.Ltd
 云南丹云商桥贸易有限公司
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Customer Number: _____

Business/Organization: _____

Contact Person: _____

Phone: _____ Email: _____

Shipping Address: _____

Invoice #/ Order #: _____

<p>For Internal Use Only:</p> <p>Date Received: _____ CS Rep _____</p> <p>Amount Billed/Credited: _____</p> <p>Approval: _____</p> <p>Reference #: _____</p>
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Check one:*

Missing	Damaged	Extra	Item #	Qty	Item Name	Net Price
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____

Check one:**

Replace	Credit	Bill Extra
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* **Missing** items are items you were billed for but did not receive.
Damaged items are items that were damaged during shipment.
Extra items are items you received but were not billed for.

** Check **Replace** if you want us to ship a replacement for a missing or damaged item, if available, to the address above.
 Check **Credit** if you want the net price of a missing or damaged item to be credited to your account.
 Check **Bill Extra** if you want to keep an extra item and have us bill you for the net price.

