

# TOPICZ DELIVERY CREDIT REQUEST FORM

**TO BE SUBMITTED WITHIN 24 HOURS OF DELIVERY**

**EMAIL FORM TO "ORDERS@TOPICZ.COM"**

DATE: \_\_\_\_\_ INVOICE # \_\_\_\_\_

CUSTOMER # \_\_\_\_\_ CUSTOMER NAME \_\_\_\_\_

CUSTOMER CONTACT NAME \_\_\_\_\_ Phone # \_\_\_\_\_

REASON FOR CREDIT

CREDIT CODES

**SHORTAGE (S) - OVERAGE (O) - DAMAGED (D) - ORDERED IN ERROR (E)**

SAMPLE: CODE: D ITEM # 445882 QTY: 1 ITEM DESCRIPTION: REESE CUP

CODE \_\_\_\_\_ ITEM # \_\_\_\_\_ QTY: \_\_\_\_\_ ITEM DESCRIPTION \_\_\_\_\_

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COMMENTS: \_\_\_\_\_

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