Credit Request Form
St. Martin America Inc.
87 Schuylkill St, Cressona PA 17929

All customer accommodations or credits over $250 must be submitted and approved before being confirmed with the customer. Once the form is approved, it must be remitted back to accounting for processing. All credits, unless otherwise notated herein, will be issued as a credit on account.

Representative :	Recepient of Credit
Customer:	Credit Amount ($)
Order #/s :	Date:

Background Information:

Rationale for Credit Being Isusued;

Total Cost of the Credit:

Plan/What Needs to Happen:

Special Circumstances:

Have credits been issued in the past for this customer? YES NO

If yes, what were they?

Representative Signature

Employee's signature: Date:

INTERNAL USE

Accommodation request is: Approved Denied Modified

If modified, describe modification. If denied, give rationale. **Manager Signature**

Date Accommodation Form Received:

Date Processed by Accounting:

Reset Form

5/19/2022