



FGM INDUSTRIAL CREDIT MEMO REQUEST

Date: _____

Company Name: _____

Purchase Order Number: _____

FGM Invoice # _____

Individual Requesting Credit: _____

Phone: _____ Email: _____

Please credit our account for the following reason:

☐
☐
☐

Short Shipment:

Incorrect Pricing:

Other: If so, please specify reason below...

Quantity Discrepancy	Product Code	Billed Unit Price	Correct Unit Price	Amount Invoiced

Please attach appropriate documentation (formats accepted .pdf, .jpg, .tiff) and send via email. This will allow for quicker processing. Send email to: accounting@fgm-industrial.com

We sincerely apologize for any inconvenience. We will respond shortly. Thank You!