

**JOB SHEET**

DEPT: \_\_\_\_\_ DATE: \_\_\_\_\_

JOB NO.	CUSTOMER	MATERIAL	DATE IN	SCHEDULE	NO.

**ADJUSTMENT DEBIT**

TO: \_\_\_\_\_ SHIPPED TO: \_\_\_\_\_

DATE	OUR ORDER #	CUSTOMER #	OUR CREDIT #	YOUR ORDER #	YOUR CHECK #	YOUR CHECK AMT.

DEAR CUSTOMER:

WE HAVE CHARGED \$ \_\_\_\_\_ TO YOUR ACCOUNT. THIS AMOUNT WAS DEDUCTED FROM YOUR REMITTANCE IN THE AMOUNT OF \$ \_\_\_\_\_ DATED \_\_\_\_\_. THE DEDUCTION WAS CHARGED BACK TO YOU FOR THE FOLLOWING REASON(S).

SIGNED: \_\_\_\_\_ TITLE: \_\_\_\_\_