



CREDIT REQUEST FORM

Date		Invoice Date	
Customer ID		Customer Name	
Contact Name		Contact Number	
Contact Email		Transport Note	
Invoice#		Order#	

Product Code	Product Description Size or Type	Qty Cases	Qty Units	Qty Rec'd	Cost Per Item	Reason Code	Pickup Qty	MFG. Lot Code	Expiry Date
NOTES									

REASON CODES

OE (Customer Ordering Error)	EE (Not Ordered/Entry Error)	SS (Short Shipment)	SNB (Shipped NOT Billed)
DIT (Damaged in Transit)	PE (Pricing Error)	QC (Quality Control: mould, rancid, etc.)	DP (Quality Control: manufacturer's defect)
WP (Wrong Product Sent)	SD (Short Dated)		

Email completed form to: claims@horizondistributors.com

Purity Life Grocery – Burnaby, 5589 Trapp Avenue, Burnaby BC V3N 0B2 Canada

Tel: 604.524.6610	Tel Toll- Free: 1.800.663.1838	Fax: 604.524.9422
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