



CREDIT REQUEST FORM

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

CREDIT REQUEST FOR PRODUCTS (S) LISTED BELOW

Product Code	Product Description Size or Type	Qty Cases	Qty Units	Qty Rec'd	Cost Per Item	Reason Code	Pick up Qty	Manufacturer Lot Code	Expiry Date
NOTES:									

Reason Codes

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

Please fax or email back completed form within TWO business days after the receiving order.

Email Form to: salesvictoria@puritylife.com			
Purity Life Grocery – Victoria Unit 117 – 2924 Jacklin Road, Victoria, BC V9B 3Y5			
Tel: 250.386.3880	Toll-Free: 1.800.663.7604	Fax: 250.386.1413	