



PORTSMOUTH LUMBER CO.

DATE

CREDIT REQUEST

FORM

P | 740 354 4572 F | 740 355 7905 E | info@portsmouthlc.com

CUSTOMER NAME

RECEIVING ID

RETURN
DATE

INVOICE NUMBER

REASON FOR CREDIT

☐ Claim

☐ Other

☐ Return

☐ Replacement Order

☐ Discount

☐ Freight

DETAILS

CREDIT AMOUNT

REQUESTED BY

APPROVED BY

CREDIT MEMO NUMBER