FIN 37 08/11/2007

From :

Dept / School :

Tel :

Fax :

Email:

To : Credit Control
Treasury Management

Tel: 47440

Fax: 42631

Email: sundrydept@bham.ac.uk

Request to issue a sundry debt credit note

Please issue a credit note to cancel / reduce (delete as appropriate)

Invoice Number :

Invoice Date :

Amount (£GB) :

VAT Amount within invoice (£GB) :

Reason for cancellation / reduction :

Do you intend to issue a replacement invoice. Yes / No.

If yes , is replacement invoice request attached Yes / No

Signed : …….