

Please email to your area coordinator within 72 hours of delivery in order to have the adjustment applied to your current payment!

RUN # _____ DROP# _____

1. Adjustment Worksheet for (Rep. Name) _____ Catalog # _____ AC _____

2. Take the total amount marked, "Product Subtotal" from the invoice.

Product Subtotal \$ _____

3. ITEMS RECEIVED THAT ARE NOT LISTED ON INVOICE (EXTRAS)

Item #	Qty	\$Amt	Item #	Qty	\$Amt	Comments
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Total Extras \$ _____ (+)

4. ITEMS NOT RECEIVED BUT ARE LISTED ON INVOICE (SHORTS)

Item #	Qty	\$Amt	Item #	Qty	\$Amt	Comments
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Total Shorts \$ _____ (-)

5. DAMAGED ITEMS :

Item #	Qty	\$Amt	DESCRIPTION	HOW ITEM WAS DAMAGED?
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total Damaged \$ _____ (-)

6. DISCOUNT ITEMS:

Item #	Qty	\$Amt	25%	50%	DESCRIPTION	REASON FOR DISCOUNT:
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Total Discount \$ _____ (-)

(PRODUCT SUBTOTAL + EXTRAS - SHORTS - DAMAGED ITEMS - DISCOUNT ITEMS)

Subtotal \$ _____

7. (10 % x sub-total) Shipping \$ _____ (+)

8. (___ % X Subtotal) Distributor Credit \$ _____ (-)

(Subtotal + Shipping - Distributor Credit)

Total \$ _____

Mileage _____ \$ _____

Postage _____ \$ _____

Gift Certificate _____ \$ _____

Balance Due \$ _____

FOR ANY QUESTIONS: PLEASE CALL YOUR AREA COORINATOR

Comments: _____
