Credit Adjustments are processed centrally at FBS Collections and Receivables

Email this completed form to [ar@fbs.uq.edu.au](mailto:ar@fbs.uq.edu.au)

|  |  |  |  |
| --- | --- | --- | --- |
| **Original Invoice Details** | | | |
| Customer Name |  | | |
| Customer Number |  | | |
| Invoice Number |  | | |
| Invoice Amount |  | Currency |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Credit Adjustment Details** | | | |
| Type of Credit Adjustment | Adjust Entire Bill   Adjust Selected Bill Lines (for partially paid invoices only)  Credit and Rebill | | |
| Reason for Credit Adjustment |  | | |
| Credit Adjustment Amount |  | Currency |  |
| Credit Adjustment Number |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Financial Delegate Name** |  | Date |  |
| **Signature** |  | | |