Credit Adjustments are processed centrally at FBS Collections and Receivables

Email this completed form to 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** |  |