



# Credit Request Form

Fax to: 905.507.2848 (1.866.218.2848)

Email to: [credits@onfc.on.ca](mailto:credits@onfc.on.ca)

CUSTOMER NAME OR CODE: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

INVOICE DATE	INVOICE NUMBER	SHIPPER NUMBER	ORDER NUMBER	SHIPPED VIA	TODAY'S DATE
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REASON CODES: **OE** [Customer Ordering Error] **EE** [Not Ordered/Entry Error] **SS** [Short Shipment] **SNB** [Shipped NOT Billed]  
**WP** [Wrong Product Sent] **DIT** [Damaged in Transit] **PE** [Pricing Error] **QC** [Quality Control: mould, rancid, etc.]  
**DP** [Quality Control: manufacturer's defect] **SD** [Short Dated]

CREDIT REQUEST FOR PRODUCT(S) LISTED BELOW								WRONG PRODUCT SHIPPED INFORMATION	
ONFC Code	Product Description Size or Type	Qty Ord'd	Qty Billed	Qty Rec'd	Cost Per Item	Reason Code	Pick up Qty	(Not Billed) Product Description Size or Type	Pick up Qty

NOTES: \_\_\_\_\_

**Please fax back within ONE WEEK after receiving order.**