



**ACCOUNTS RECEIVABLE WRITE OFF REQUEST**

Store: \_\_\_\_\_

Date: \_\_\_\_\_

RO: \_\_\_\_\_

Closed: \_\_\_\_\_

Write Off: \_\_\_\_\_

MPI

Customer

Other

Customer Name: \_\_\_\_\_

**Labour**

Body: \_\_\_\_\_

Paint: \_\_\_\_\_

Mech: \_\_\_\_\_

Frame: \_\_\_\_\_

Glass: \_\_\_\_\_

**Parts**

OEM: \_\_\_\_\_

A/M: \_\_\_\_\_

Used: \_\_\_\_\_

Glass: \_\_\_\_\_

**Material**

Body: \_\_\_\_\_

Paint: \_\_\_\_\_

Waste: \_\_\_\_\_

**Other**

Deductible: \_\_\_\_\_

PST: \_\_\_\_\_

GST: \_\_\_\_\_

Sublet: \_\_\_\_\_

Betterment: \_\_\_\_\_

**Subtotal:** \_\_\_\_\_

**PST:** \_\_\_\_\_

**GST:** \_\_\_\_\_

**Total:** \_\_\_\_\_

**Reason:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Store Sign Off:** \_\_\_\_\_ **Approval:** \_\_\_\_\_