

REFUNDING VIA CHEQUE

- DO THE CREDIT ON THE ITEM IN PINNACLE

- CHECK CUSTOMERS NAME.

IF PRIVATE CUSTOMER - GET CUSTOMERS FULL NAME (MUST GO BACK UNDER CUSTOMERS NAME SHOWN ON INVOICE)

IF TRADE - DOUBLE CHECK WITH CUSTOMER IF THIS IS THE COMPANY'S CORRECT NAME (MUST GO BACK UNDER COMPANY'S NAME SHOWN ON INVOICE)

- GOTO CHEQUE BOOK (NEXT TO LUKE) AND FILL OUT CHEQUE



-FILL OUT CHEQUE AS BELOW

003Nov2016

Date DD-mm-YYYY

Payee Customer name on invoice

Forward \$ _____

Cheque \$ dollar amount

Other \$ _____

Other / GST \$ NW xxxxxx

Balance \$ _____

Deposit \$ Your name

Closing Balance \$ _____

015717

ANZ Australia and New Zealand Banking Group Limited

BANKSTOWN 40 RESTWELL ST NSW

Pay Customer name on invoice or bearer \$ xxxx.xx

The sum of dollar amount in writing

Not Negotiable

JUST JAPANESE AUTO PARTS PTY LTD
ACN 072 795 432
T/A JJ AUTO PARTS PTY LTD

Get luke to sign

⑈015717⑈ ⑈01200224⑈ 8333 90752⑈

003Nov2016

Date _____

Payee _____

Forward \$ _____

Cheque \$ _____

Other \$ _____

Other / GST \$ _____

Balance \$ _____

Deposit \$ _____

Closing Balance \$ _____

015718

ANZ Australia and New Zealand Banking Group Limited

BANKSTOWN 40 RESTWELL ST NSW

Pay _____ or bearer \$ _____

The sum of _____

Not Negotiable

JUST JAPANESE AUTO PARTS PTY LTD
ACN 072 795 432
T/A JJ AUTO PARTS PTY LTD

⑈015718⑈ ⑈01200224⑈ 8333 90752⑈

-WRITE YOUR NAME AND TODAYS DATE ANYWHERE ON THE CREDIT INVOICE

-GET THE STAMP AND STAMP THE CREDIT INVOICE

-GET THE CHEQUE NUMBER AND WRITE INSIDE THE STAMP FIELD (HIGHLIGHTED PINK BELOW)



-PUT STAMPED CREDIT INVOICE IN BLUE INVOICE TRAY (ACROSS FROM DISPATCH DOOR)

RED OUTLINE BELOW IS BLUE INVOICE TRAY



