## **REFUNDING VIA CHEQUE**

- DO THE CREDIT ON THE ITEM IN PINNACLE
- CHECK CUSTOMERS NAME.

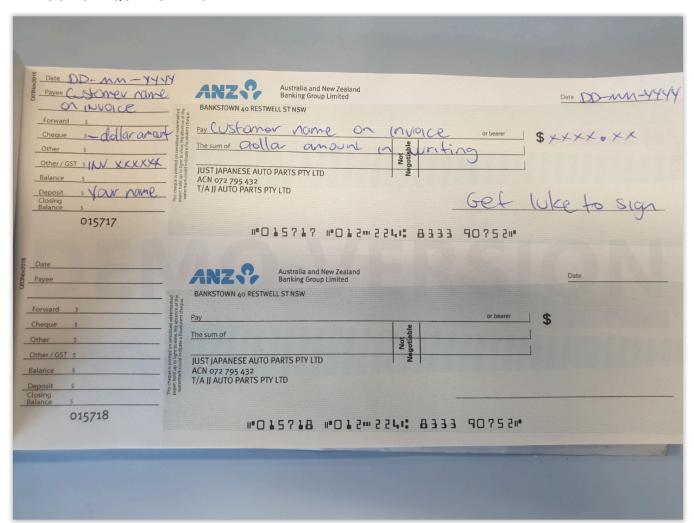
IF PRIVATE CUSTOMER - GET CUSTOMERS FULL NAME (MUST GO BACK UNDER CUSTOMERS NAME SHOWN ON INVOICE)

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



- -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

