1851 Floyd Bradford Road  
Trussville, AL 35173  
Phone: (205) 555-0123  
Email: ap@gdnash.com

**CREDIT REQUEST MEMO**

To: Atlantic Industrial Supply Co.  
From: Accounts Payable – Gardner Denver-Nash  
Date: May 24, 2012  
Subject: Request for Credit Due to Early Payment on Invoice AIS-INV-2873

## Reason for Request:

Gardner Denver-Nash remitted payment for Invoice AIS-INV-2873, dated May 13, 2012, in the amount of $1,716.56 on May 20, 2012. This payment was made within the terms of 2/10 Net 30, as stated on the original invoice.  
  
We are requesting a credit memo in the amount of $32.90, reflecting a 2% early payment discount applied to the subtotal of $1,645.00.

## Invoice Details:

|  |  |
| --- | --- |
| Field | Value |
| Invoice Number | AIS-INV-2873 |
| Invoice Date | May 13, 2012 |
| Payment Date | May 20, 2012 |
| Subtotal | $1,645.00 |
| Discount (2%) | $32.90 |
| Amount Paid | $1,716.56 |

## Action Requested:

Please issue a credit memo for $32.90 to be applied to Gardner Denver-Nash's account. If you require further documentation or payment confirmation, we are happy to provide it.

Submitted by:  
Gardner Denver-Nash Accounts Payable  
Contact: ap@gdnash.com | (205) 555-0123