

Revised Format : Debit Memo (Page 1 of 2)



Corporate Finance Division,
7th Floor, Postal Headquarters,
DayaBumi Complex,
50670 Kuala Lumpur
POS MALAYSIA BERHAD (229990-M)

Tel: 03-2274 1122
Fax: 03-2274 4312
Web: www.pos.com.my

DEBIT MEMO

Page 1 of 2

Customer's Account No:

- Describe the 10-digit numbers which is specified to each customer

TO: CUSTOMER 2000000001

SYARIKAT ABC
NO XXX, KOMPLEKS DAYA BUMI
JALAN HISHAMUDDIN
50050 KUALA LUMPUR

Debit Memo No. : 9600000001
Debit Memo Date : 02.12.2007
Reference No. : PO 1234567
Sales Order No. : 1000000001
Invoice No. : 9000000001
Terms of Payment : 30 days
Sales Person : Will Smith

Reference No:

- Customer Reference Number (i.e. Purchase Order Number)

Sales Order No:

- Describe the 10-digit numbers based on Sales Order sent and signed

Invoice No:

- Describe the 10-digit numbers based on Invoice sent

REF NO/ Product Code	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL(RM)
12345671	Stamp Buah Nadir Siri A 50 Cents	100	0.50	50
	50% Discount			(25)
	Subtotal item			25
12345672	Stamp Buah Nadir Siri B 50 Cents	100	0.50	50
	50% Discount			(25)
	Subtotal item			25
12345673	Stamp Buah Nadir Siri C 50 Cents	100	0.50	50
	50% Discount			(25)
	Subtotal item			25
12345674	Stamp Buah Nadir Siri D 50 Cents	100	0.50	50
	50% Discount			(25)
	Subtotal item			25
12345675	Stamp Buah Nadir Siri E 50 Cents	100	0.50	50
	50% Discount			(25)
	Subtotal item			25

REF NO/Product Code:

- Indicate code used to identify products ordered

Page Subtotal:

- Indicate subtotal amount (RM) for this page

Page Subtotal 125

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DEBIT MEMO

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TO: CUSTOMER 2000000001

SYARIKAT ABC

Debit Memo No. : 9600000001

Debit Memo Date : 02.12.2007

REF NO/ Product Code	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL(RM)
12345676	Stamp BuahNadir Siri E 50 Cents	100	0.50	50
	50% Discount			(25)
	Subtotal item			25
12345877	Stamp BuahNadir - SSP 30 Cents	100	0.30	30
12345878	Stamp BuahNadir Pek C/Mata RM5	100	5.00	500
Page Subtotal				555
TOTAL DUE				680

Payment Information :

- Customer can choose to pay either through cheque or direct bank-in
- For payment through cheque, please state invoice number behind the cheque and payable to POS MALAYSIA BHD
- For direct bank-in, please bank it to CIMB BANK Berhad (A/C : 1424 0006418 05 4)
- Once bank-in, please fax the bank slip to the fax number as stated on the header of the invoice

PAYMENT INFORMATION

Please state the Invoice Number on the reverse side of your Cheque.
Cheque should be crossed and payable to POS MALAYSIA BERHAD.
CIMB Bank Berhad (A/C 1424 0006418 05 4); at
POS Malaysia Berhad
Corporate Finance Division,
7th Floor, Postal Headquarters,
DayaBumi Complex,
50670 Kuala Lumpur

Page Subtotal:

- Indicate subtotal amount (RM) for this page

Total Due:

- Total amount of the debit memo

This is a computer generated. No signature is required. All items and balances received are deemed correct.

