

**Sprandel
Inc.**

WRITE-OFF MEMO

Date: 3/15/20X3
CREDIT NO. 2125

Cold & Sinus Care
5678 Sneezy Lane

Quantity	Description	Unit Price	Line Total
36,500	3 oz Nasal Spray Bottle	0.4689	17,114.85
100,000	12 oz Cough Syrup	0.5423	54,230.00
20,000	12 oz Night Cough Syrup	0.5515	11,030.00

Subtotal	82,374.85
Sales Tax	5766.24
Total	88,141.09

Account Manager Signature *Kate Burke*

AR Supervisor Signature *Meg Black*