**DAVAO CITY WATER DISTRICT**
**Mc Arthur Highway, Matina Davao City**
**Telephone No. (+63) (82) 235-3293**
**Fax (+63) (82) 226-4885 loc.208**
**Website: http://www.davao-water.gov.ph**

**BILLING ADJUSTMENT MEMO**

**Name** _____
**Address** _____ **No.** _____
_____
**Account No.** _____ **Zone-Book** _____ **Date** _____

| **Action Recommended:** | **Prepared by:** |
|---|---|
| | |
| **The account with details above has been investigated and duly recommended for billing Adjustment.** | |
| | |
| **Remarks:** | **Customer Service Assistant.-A** |
| | **Validated by:** |
| | |

| **AS BILLED (cu. M)** | **SHOULD BE** | **INCREASE (DECREASED)** | **JOURNAL ENTRIES** | | | |
|---|---|---|---|---|---|---|
| | | | **ACCOUNT TITLE** | **DEBIT** | **CREDIT** | **Division Manager C** |
| | | | | | | ***Approved by:*** |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | **Manager, Commercial Services Department** |
| | | | | | | ***Encoded by:*** |
| | | | | | | |

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Rev. No. 0
Aug. 1,. 2018