

## Quality Certification Services (QCS)

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## **Client Adjustment Form**

## All adjustments/refund requests to be approved by COO/ Associate Director of Organic Certification.

Operation Name:	Entity #:
Date of Request:	
Annual Certification Fee Options due for each organic standard (Check One)	
Select Adjustment Request:	
Credit Memo	
Refund	
Reason for Adjustment:	
Surrenders: Inspection assigned, did not occur (Refund inspection deposit only): Yes No	
Inspection Occurred (No refund, inspection invoice must be paid.):  Yes No	
Inspection not assigned (Refund half of cert fees, all of inspection deposit) 🗌 Yes 🗌 No	
RUSH and EXPEDITED fees are non-refundable.	
Description:	Amount
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Total Adjustment:	
CPC Approval:	Date:
COO Approval:	Date: