

# CREDIT MEMO

[Company Name]

[Street Address]

[City, State, Zip]

DATE: [Date]

CREDIT MEMO #: [000000]

ORIGINAL INVOICE #: [000000]

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**BILL TO:**

[Customer Name]

[Customer Address]

[Customer Phone/Email]

**REASON FOR ADJUSTMENT:**

[e.g., Billing Error, Return, Discount Applied]

Description	Qty	Unit Price	Total Credit
[Item Description / Adjustment Detail]	[0]	\$0.00	\$0.00
[Item Description / Adjustment Detail]	[0]	\$0.00	\$0.00

Subtotal: \$0.00

Tax Adjustment: \$0.00

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**Total Credit: \$0.00**

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**AUTHORIZED SIGNATURE:**

Notes: This credit will be applied to your account balance or refunded as per the original payment method.