

# CREDIT MEMO

Company Name

CREDIT MEMO #

DATE

**BILL TO:**

**ORIGINAL REFERENCE:**

ORIGINAL INVOICE #

REASON FOR REFUND

SKU/Item #	Description	Qty	Unit Price	Total Amount
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Subtotal: \$ \_\_\_\_\_

Tax: \$ \_\_\_\_\_

CREDIT AMOUNT: \$ \_\_\_\_\_

**AUTHORIZED SIGNATURE**

This document serves as a formal credit to your account. Please apply to outstanding balances or request a refund check.