

CREDIT MEMO

[Company Name]
[Street Address]
[City, State, Zip]

Memo #: [000000]
Date: [MM/DD/YYYY]
Original Invoice #: [000000]

CUSTOMER INFORMATION

[Customer Name]
[Billing Address]
[City, State, Zip]
[Email/Phone]

REFUND METHOD

[Credit Card / Check / Account Credit]

Description	Quantity	Unit Price	Total Amount
[Item or Service Description]	[0]	[\$0.00]	[\$0.00]
[Item or Service Description]	[0]	[\$0.00]	[\$0.00]

Subtotal: [\$0.00]
Tax: [\$0.00]

Total Credit: \$[0.00]

Reason for Credit: [Return / Overpayment / Discount Adjustment]

Notes: [Additional details regarding the refund process or terms.]