

CREDIT MEMO

[Company Name]
[Street Address]
[City, State, Zip]
[Phone / Email]

BILL TO

[Customer Name]
[Customer Address]
[City, State, Zip]
[Customer ID]

MEMO DETAILS

Credit Memo #: [000000]
Date: [MM/DD/YYYY]
Reference Invoice: [#0000]
P.O. Number: [0000]

Description	Quantity	Unit Price	Total Credit
[Description of returned item or service credit]	[0]	\$0.00	\$0.00
[Description]	[0]	\$0.00	\$0.00

Subtotal: \$0.00
Tax: \$0.00
Total Credit: \$0.00

Reason for Credit: [Enter reason here: Return, Damaged Goods, Pricing Error, etc.]

Authorized Signature: _____