

CREDIT MEMO

[Company Name]

[Street Address]

[City, State, Zip]

[Phone / Email]

Memo #: [00000]

Date: [MM/DD/YYYY]

Ref Invoice: [#00000]

CREDIT TO:

[Customer Name]

[Customer Address]

[City, State, Zip]

[Customer Email]

REFUND METHOD:

[Original Payment Method]

[Check # or Transaction ID]

Description of Return / Adjustment	Qty	Unit Price	Amount
[Item name or service adjustment description]	[0]	[0.00]	[0.00]
[Additional notes on restocking fees if applicable]	-	-	[0.00]

Subtotal: \$0.00

Tax Rate (0%): \$0.00

Total Credit: \$0.00

Reason for Credit: [Return, Damaged Goods, Billing Error, etc.]

Authorized Signature: _____