

CREDIT MEMO

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

Date: _____

Credit Memo #: _____

Original Invoice #: _____

CUSTOMER INFO

REFUND METHOD

Item / SKU	Description	Qty	Unit Price	Total

Subtotal: \$ _____

Tax: \$ _____

TOTAL REFUND: \$ _____

REASON FOR CREDIT

Authorized Signature: _____ Date: _____