

# CREDIT MEMO

[Business Name]

[Address Line 1]

[City, State, Zip]

**Memo # :** \_\_\_\_\_

**Date :** \_\_\_\_\_

**Original Invoice # :** \_\_\_\_\_

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## Customer Information:

[Client Name]

[Client Address]

[Phone/Email]

## Reason for Credit:

Service Dissatisfaction

Overcharge

Cancellation

Other: \_\_\_\_\_

Service Description	Service Date	Rate/Price	Adjustment Amount
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Subtotal: \$0.00

Tax: \$0.00

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**Total Credit: \$0.00**

**Internal Notes:**

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Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_