

CREDIT MEMO

[Software Company Name]

[Street Address]

[City, State, Zip]

MEMO # : [CM-0000]

DATE : [YYYY-MM-DD]

REF INVOICE : [INV-0000]

CUSTOMER

[Customer Name]

[Organization]

[Email Address]

REASON FOR CREDIT

[Prorated Subscription Cancellation / Service Downtime / Tier Downgrade]

| Subscription Description | Service Period | Credit Amount |
|--|---------------------------|---------------|
| [Plan Name - e.g., Professional Monthly] | [Start Date] - [End Date] | \$0.00 |
| [Add-on or Overages Credit] | - | \$0.00 |

Subtotal: \$0.00

Tax: \$0.00

Total Credit: \$0.00

NOTES

Credit will be applied to your next billing cycle or refunded to the original payment method as per your service agreement.