

CREDIT NOTE

Reference: [Credit Note #]
Date: [Date]
Original Invoice: #[Invoice #]

ISSUER

[Company Name]
[Street Address]
[City, State, Zip]
[Tax ID / VAT Number]

RECIPIENT

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

Description	Reason Code	Qty	Unit Price	Total Credit
[Product/Service Description]	[Return/Discount]	[0]	[0.00]	[0.00]
[Product/Service Description]	[Correction]	[0]	[0.00]	[0.00]

Subtotal [0.00]
Tax ([0]%) [0.00]
Total Credit [0.00] [Currency]

NOTES & TERMS

Reason for Credit: [Internal Documentation Note]

Adjustment Method: [Refund / Account Credit / Balance Offset]

Authorized Signature: _____