

CREDIT NOTE

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

Credit Note #: [Number]
Date Issued: [DD/MM/YYYY]
Original Invoice #: [Invoice Ref]
Original Date: [DD/MM/YYYY]

BILL TO

[Client Business Name]
[Contact Person]
[Client Address]
[City, State, Zip]
[Client Tax ID / VAT]

REASON FOR CREDIT

- Goods Returned
- Pricing Correction
- Damaged Items
- Other: _____

Description	Qty	Unit Price	Total
[Item Description / SKU]	[0.00]	[0.00]	[0.00]
[Item Description / SKU]	[0.00]	[0.00]	[0.00]

Notes: [Additional details regarding the credit adjustment]

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

Terms: This credit will be applied to your outstanding balance or issued as a refund according to your account settings.

Authorized Signature: _____