

[Consulting Firm Name]

[Street Address]

[City, State, Zip]

[Email/Phone]

CREDIT NOTE

Bill To:

[Client Name]

[Client Address]

[Client City, State, Zip]

Credit Note #: [Number]

Date: [Date]

Original Invoice #: [Invoice Number]

Project: [Project Name]

Description of Adjustment	Hours/Qty	Rate	Total
[Service Adjustment/Description]	[0.00]	[\$[0.00]]	[\$[0.00]]
[Reason for Credit]			[\$[0.00]]

Subtotal: \$[0.00]

Tax ([0] %): \$[0.00]

Total Credit: \$[0.00]

Notes:

Credit to be applied to future invoices or refunded as per agreement.