

# [COMPANY NAME]

[Street Address]  
[City, State, Zip]

## CREDIT MEMO

**Date:** [MM/DD/YYYY]  
**Memo #:** [CM-00000]  
**Ref Invoice:** [#00000]

### CREDIT TO

**[Customer Name]**  
[Customer Address]  
[City, State, Zip]  
[Email/Phone]

### REASON FOR CREDIT

[Reason: Return, Overcharge, etc.]

Description	Qty	Unit Price	Amount
[Item Description/Service Name]	0	\$0.00	\$0.00
[Item Description/Service Name]	0	\$0.00	\$0.00

Subtotal: \$0.00  
Tax (0%): \$0.00

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**Total Credit: \$0.00**

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**Notes:** [Internal notes or specific terms regarding credit usage.]

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