

CREDIT NOTE

[Agency Name]
[Address Line 1]
[Address Line 2]

Credit Note #: [00000]
Date: [DD/MM/YYYY]
Original Invoice: [#INV-000]

BILL TO

[Client Name]
[Client Address Line 1]
[Client Address Line 2]
[Tax ID/VAT]

REASON FOR CREDIT

[Description of service cancellation, overcharge, or adjustment]

Description of Service Adjustment	Qty/Hrs	Unit Price	Amount
[Service Name/Description]	[0]	\$0.00	\$0.00
[Service Name/Description]	[0]	\$0.00	\$0.00

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

Notes: This credit will be applied to your account balance or refunded as per the agency agreement.

Registered Company Number: [Number] | Website: [URL]