

CREDIT MEMO

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

Memo #: [000000]

Date: [MM/DD/YYYY]

Ref Invoice #: [000000]

BILL TO

[Client Business Name]
[Client Address]
[City, State, Zip]
[Contact Name]

REASON FOR CREDIT

[Return / Damaged Goods / Pricing Adjustment / Overpayment]

Description	Qty	Unit Price	Total
[Description of goods or services]	[0]	\$0.00	\$0.00
[Description of goods or services]	[0]	\$0.00	\$0.00

Subtotal: \$0.00
Tax: \$0.00
Total Credit: \$0.00

NOTES

The total amount credited will be applied to your outstanding balance or issued as a refund per terms. Please contact accounting for questions regarding this memo.