

[COMPANY NAME]

[Street Address]
[City, State, Zip]
[Phone] | [Email]

CREDIT MEMO

Date: [Date]
Credit Memo #: [CM-0000]
Reference Invoice: #[0000]

CREDIT TO:

[Customer Name]
[Customer Address]
[City, State, Zip]
[Customer ID/Account #]

REASON FOR CREDIT:

- Return of Goods
- Pricing Correction
- Damaged Freight
- Other: _____

Item / SKU	Description	Qty	Unit Price	Total Credit
[Item ID]	[Description of goods or service adjustment]	[0]	[0.00]	[0.00]

Item / SKU	Description	Qty	Unit Price	Total Credit
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Subtotal: [0.00]

Tax Rate ([0] %): [0.00]

TOTAL CREDIT: \$[0.00]

INTERNAL NOTES / REMARKS:

[Authorized by: _____] [Approval Date: _____]

This credit will be applied to your account balance. Please contact our accounting department for further questions.