

# CREDIT MEMO

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

**Memo #:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Original Invoice #:** \_\_\_\_\_  
**Currency:** \_\_\_\_\_

**BILL TO**

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Customer Name  
Address Line 1  
Address Line 2  
Country  
Tax ID

**SHIP TO (IF APPLICABLE)**

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Receiver Name  
Address Line 1  
Address Line 2  
Country

DESCRIPTION	QTY	UNIT PRICE	TOTAL
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Subtotal: 0.00  
Tax/VAT: 0.00  
Total Credit: 0.00

**REASON FOR CREDIT**

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