

CREDIT MEMO

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

MEMO # : [000000]
DATE : [MM/DD/YYYY]
REFERENCE INVOICE : [#000000]

BILL TO:

[Customer Name]
[Customer Address]
[Contact Email/Phone]

REASON FOR CREDIT:

[Return, Overcharge, Discount, etc.]

Description	Quantity	Unit Price	Amount
[Item Description / Service Adjustment]	[0.00]	[0.00]	[0.00]

Subtotal: \$0.00
Tax Amount: \$0.00
TOTAL CREDIT: \$0.00

Notes: [Insert terms of credit application, e.g., "Credit to be applied to future invoices"]

Authorized Signature: _____ **Date:** _____