

# CREDIT MEMO

[Logistics Company Name]  
[Street Address]  
[City, State, Zip]

**Memo #:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Ref Invoice #:** \_\_\_\_\_

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## BILL TO

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

## SHIPMENT DETAILS

**HAWB/BL:** \_\_\_\_\_  
**Origin:** \_\_\_\_\_  
**Destination:** \_\_\_\_\_

Description of Credit (Reason)	Qty/Weight	Rate	Amount
[Service Adjustment/Damage/Overcharge]			0.00

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

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**Notes:** Credit to be applied to future shipments or outstanding balance as per terms.

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