

[COMPANY NAME]

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

CREDIT MEMO

Date: [MM/DD/YYYY]
Memo #: [000000]
Ref Invoice: [000000]

CREDIT TO

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

REASON FOR CREDIT

[Select: Return / Damaged Goods / Pricing Adjustment / Overpayment]

Description	Qty	Unit Price	Total
[Item Description/Service Rendered]	[0]	\$0.00	\$0.00

Subtotal: \$0.00
Tax Rate (0%): \$0.00
Total Credit: \$0.00

Notes: [Internal notes or credit application terms]

Authorized Signature: _____ Date: _____