

**CREDIT MEMO**

Correction to Original Invoice

Date: \_\_\_\_\_  
Credit Memo #: \_\_\_\_\_  
Original Invoice #: \_\_\_\_\_

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**FROM**

[Company Name]  
[Address Line 1]  
[City, State, Zip]  
[Phone / Email]

**BILL TO**

[Client Name]  
[Client Address]  
[City, State, Zip]  
[Account Number]

Service Description / Reason for Correction	Original Amt	Corrected Amt	Credit Total

Subtotal Credit: \$ \_\_\_\_\_

Tax Adjustment: \$ \_\_\_\_\_

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**Total Credit Amount: \$ \_\_\_\_\_**

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**Notes / Reason for Memo:**

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