

CREDIT MEMO

[Company Name]

[Address Line 1]

[City, State, Zip]

[Email / Phone]

Date: [MM/DD/YYYY]

Credit Memo #: [CM-000]

Reference Invoice: [#000]

Bill To:

[Customer Name]

[Customer Address]

[Customer City, State, Zip]

Description	Qty	Unit Price	Total Credit
[Description of goods/services returned or credited]	0	\$0.00	\$0.00
[Reason for credit: e.g., damaged goods, overcharge]	0	\$0.00	\$0.00

Subtotal: \$0.00

Tax Rate: 0%

Total Credit Amount: \$0.00

Note: [Terms and conditions or instructions regarding the credit balance application]