

[COMPANY NAME]

[Street Address]

[City, State, Zip]

[Phone Number]

[Email/Website]

# CREDIT MEMO

Date: [MM/DD/YYYY]

Credit Memo #: [000000]

Original Invoice #: [000000]

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## CREDIT TO

[Customer Name]

[Customer Address]

[City, State, Zip]

[Contact Name]

## REASON FOR CREDIT

[Return / Damage / Pricing Adjustment / Other]

Description	Quantity	Unit Price	Total
[Item Description]	[0.00]	[\$0.00]	[\$0.00]
[Item Description]	[0.00]	[\$0.00]	[\$0.00]

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Subtotal: [\$0.00]

Tax: [\$0.00]

Total Credit Amount: [\$0.00]

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**NOTES / COMMENTS**

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[Additional information regarding this credit transaction.]

*Authorized Signature:* \_\_\_\_\_