

CREDIT MEMO

Memo #: _____

Date: _____

VENDOR INFO

BILL TO

Original Invoice #: _____

PO Number: _____

Account #	Description of Credit / Return Reason	Qty	Unit Price	Total
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Subtotal: \$ _____

Tax: \$ _____

Total Credit: \$ _____

NOTES / AUTHORIZATION

Authorized Signature: _____ Date: _____