

CREDIT MEMO

Company Name
Street Address
City, State, Zip
Phone / Email

Credit Memo #: _____

Date: _____

Ref Invoice #: _____

BILL TO:
SHIP TO (IF DIFFERENT):

Item / SKU	Description	Qty Returned	Unit Price	Restocking Fee	Total Credit

REASON FOR CREDIT:

Subtotal: \$ 0.00

Tax Adjust: \$ 0.00

Shipping Refund: \$ 0.00

TOTAL REFUND: \$ 0.00

Authorized Signature: _____ Date: _____

Note: This credit memo will be applied to your account balance unless a check refund is requested.