

# CREDIT MEMO / REFUND INVOICE

[Law Firm Name]  
[Address Line 1]  
[City, State, Zip]  
[Tax ID/VAT Number]

## REFUND ISSUANCE

**Credit No:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Original Invoice:** \_\_\_\_\_

### REFUND TO (CLIENT)

**[Client Name]**  
[Client Address]  
[Client Email/Phone]  
[Matter Reference Number]

### REFUND METHOD

Original Credit Card  
 ACH / Wire Transfer  
 Check No: \_\_\_\_\_  
 Trust Account Reversal

Description of Legal Services / Retainer Credit	Amount
[Service/Matter Name - e.g., Unused Retainer Balance]	\$ 0.00
[Adjustment Reason - e.g., Overpayment or Fee Dispute Settlement]	\$ 0.00

Description of Legal Services / Retainer Credit	Amount
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Subtotal: \$ 0.00

Tax Adjustment: \$ 0.00

Total Refunded: \$ 0.00

**AUTHORIZED SIGNATURE**

[Firm Partner Name/Treasurer]

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**Notice:** This document serves as an official record of credit issuance. Please retain for your financial and tax records. For inquiries regarding this refund, please contact our billing department at [Phone Number].