

[COMPANY NAME]

[Street Address]
[City, State, Zip]
[Phone Number]

CREDIT MEMO

Memo #: [000000]
Date: [Date]
Original Invoice: [#0000]

CUSTOMER INFORMATION

[Customer Name]
[Customer Address]
[City, State, Zip]
[Email/Contact]

REASON FOR CREDIT

[Specify Reason: e.g., Return of Goods, Overcharge, Damaged Item]

Description	Qty	Unit Price	Total
[Item Name/Description]	[0]	\$0.00	\$0.00
[Item Name/Description]	[0]	\$0.00	\$0.00

Subtotal: \$0.00
Tax: \$0.00
Total Credit: \$0.00

Notes: Credits will be applied to your next statement or refunded via the original payment method within [X] business days.

Thank you for your continued business.