

CREDIT NOTE

Company Name
Street Address
City, State, Zip

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

Bill To

[Customer Name]
[Customer Address]
[Contact Email]

Refund Method

[Credit to Account / Original Payment Method]
Reason: [Return/Overcharge/Discount]

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

Subtotal: \$0.00
Tax (0%): \$0.00

Total Refund: \$0.00

Accounting Notes: [Internal Reference / Authorization Signature]

The total amount credited will be applied to your account balance or issued as a refund as per the method stated above.