

CREDIT MEMO

Company Name
123 Corporate Way
Business City, ST 12345

Memo #: [000000]
Date: [MM/DD/YYYY]
Reference Invoice: [#0000]

CUSTOMER

Client Name
Attention: Accounts Payable
456 Client Avenue
City, State, Zip

Service Description	Qty/Hrs	Rate	Total Credit
[Description of service credit/adjustment]	0.00	\$0.00	(\$0.00)
[Description of service credit/adjustment]	0.00	\$0.00	(\$0.00)

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

Reason for Credit: [Reasoning]

Notes: This credit will be applied to your next billing cycle or outstanding balance.