

CREDIT MEMO

[Enterprise Name]
[Street Address]
[City, State, Zip]

CREDIT MEMO #
[CM-000000]
DATE
[MM/DD/YYYY]

BILL TO

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

REFERENCE INFORMATION

Original Invoice: [#00000]
Original Date: [MM/DD/YYYY]
Reason: [Service Credit / Billing Error / Adjustment]

Service Description	Service Period	Qty/Hours	Unit Price	Credit Amount
[Service Title - e.g., Cloud Subscription Adjustment]	[Start] - [End]	[0.00]	\$0.00	(\$0.00)
[SLA Credit - Outage Compensation]	[MM/DD/YYYY]	[1]	\$0.00	(\$0.00)
Subtotal: (\$0.00)				
Tax (0%): (\$0.00)				
Total Credit: (\$0.00)				

NOTES

This credit will be applied to your next billing cycle or outstanding balance. No further action is required.

[Enterprise Website] | [Support Phone Number]