

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

CREDIT MEMO

Date: [Date]  
Credit #: [CM-000000]  
Ref Invoice #: [Original Invoice #]

BILL TO

[Client Name]  
[Client Address]  
[City, State, Zip]  
[Contact Name]

MANAGED SERVICES ACCOUNT

Account ID: [Account #]  
Service Period: [Start Date] - [End Date]  
Reason: [Reason for Credit]

| Service Description / Resource ID               | Quantity | Unit Price | Credit Amount |
|-------------------------------------------------|----------|------------|---------------|
| [Service Name - e.g., Cloud Hosting Adjustment] | [0.00]   | [\$[0.00]] | -\$[0.00]     |
| [SLA Credit - Service Downtime Offset]          | [0.00]   | [\$[0.00]] | -\$[0.00]     |

Subtotal Credit: -[\$[0.00]]  
Tax Adjustment: -[\$[0.00]]

Total Credit Applied: -[\$[0.00]]

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**Notes:** [Insert terms regarding credit application, e.g., "Credit to be applied to next billing cycle."]