

[Company Name]

[Street Address]
[City, State, Zip]
[Phone/Email]

CREDIT MEMO

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

CREDIT TO:

[Client Name]
[Client Address]
[Contact Name]

REASON FOR CREDIT:

[Description of adjustment or service correction]

Service Description	Hours/Qty	Rate	Amount
[Description of service credited]	[0.00]	[\$[0.00]]	(\$[0.00])
[Additional item]	[0.00]	[\$[0.00]]	(\$[0.00])

Subtotal: (\$0.00)
Tax [0%]: (\$0.00)
Total Credit: (\$0.00)

Note: This credit will be applied to your next statement or outstanding balance.

Authorized by: _____