CREDIT MEMO

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

Credit # : [000000]
Date: [MM/DD/YYYY]
Original Invoice: [#0000]

Client:
[Client Name]
[Client Address]
[Contact Email]

Project:
[Project Name/Code]
[Account Manager]

Description of Adjustment	Hours/Qty	Rate	Total Credit
[Service adjustment or credit reason]	0.00	$0.00	($0.00)
[Additional adjustment line]	0.00	$0.00	($0.00)

Subtotal Credit: ($0.00)
Tax (if applicable): ($0.00)

Total Credit Amount: ($0.00)

Reason for Credit: [Brief explanation of professional services credit request, e.g., overbilling, service hours adjustment, or promotional discount.]

This credit will be applied to your next statement or issued as a refund per company policy.