

CREDIT ADJUSTMENT

[Company Name]

[Address Line 1]

[City, State, Zip]

Adjustment #: _____

Date: _____

Original Invoice #: _____

Credit To:

[Customer Name]

[Customer Address]

[City, State, Zip]

[Account Number]

Reason for Credit:

Billing Error

Return of Goods

Pricing Correction

Other: _____

Description of Adjustment	Qty	Unit Price	Credit Amount

Subtotal Credit: \$ _____

Tax Adjustment: \$ _____

TOTAL CREDIT: \$ _____

Authorized By: _____ Date: _____

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