

CREDIT ADJUSTMENT

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

ADJUSTMENT # : [000000]
DATE : [YYYY-MM-DD]
REFERENCE INVOICE : [#00000]

CUSTOMER BILLING

[Customer Name]
[Department/Attention]
[Street Address]
[City, State, Zip]

ACCOUNT DETAILS

[Customer ID]
[Contract/PO Number]
[Payment Terms]

| Item / Description | Original Amt | Adjusted Amt | Credit Total |
|--|--------------|--------------|--------------|
| [Line Item Description] | 0.00 | 0.00 | (0.00) |
| [Line Item Description] | 0.00 | 0.00 | (0.00) |
| [Reason for Adjustment/Tax Correction] | - | - | (0.00) |

Subtotal Adjustment: (0.00)
Tax Adjustment: (0.00)
Total Credit Issued: \$ (0.00)

NOTES / REMARKS

[Insert reason for credit adjustment, e.g., billing error, returned goods, or pricing discrepancy.]

Authorized by: _____ Date: _____