

CREDIT ADJUSTMENT

[Company Name]
[Address Line 1]
[City, State, Zip]

Adjustment #: [000000]
Date: [MM/DD/YYYY]
Reference Invoice: [#000000]

Credit To:

[Customer Name]
[Customer Address]
[Contact Email/Phone]

Adjustment Reason:

[Reason Code/Description: e.g., Overcharge, Returned Goods, Billing Error]

Description of Adjustment	Original Amount	Corrected Amount	Credit Amount
[Item or Service Name]	\$0.00	\$0.00	(\$0.00)
[Item or Service Name]	\$0.00	\$0.00	(\$0.00)

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

Total Credit Applied: (\$0.00)

Authorized Signature: _____

Notes: This credit will be applied to your outstanding balance or issued as a refund according to terms.