CREDIT MEMO

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

Memo #: [00000]
Date: [MM/DD/YYYY]
Reference Invoice: [#00000]

BILL TO

[Client Name]
[Client Address]
[Client Tax ID / VAT]

REASON FOR CREDIT

[Brief description of adjustment, return, or overcharge]

DESCRIPTION	QTY	UNIT PRICE	TAX AMOUNT	TOTAL CREDIT
[Service/Product Description]	[0]	$0.00	$0.00	$0.00
[Service/Product Description]	[0]	$0.00	$0.00	$0.00

Subtotal: $0.00
Tax Total: $0.00
Total Credit: $0.00

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

Authorized Signature: ___________________________