

CREDIT MEMO

Merchant Name

Street Address

City, State, Zip

Phone / Email

Memo #: _____**Date:** _____**Ref Invoice #:** _____**Customer Info:**

Name: _____

Address: _____

Account #: _____

Return Details:

Reason: _____

Method: Credit Card / Store Credit

Auth #: _____

| Item Description | Qty | Unit Price | Total |
|------------------|-----|------------|-------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Subtotal: \$0.00

Tax: \$0.00

Total Credit: \$0.00

Authorized Signature: _____

Notes: This is a credit transaction record. Please retain for your files.