

# CREDIT NOTE

**[Your Business Name]**  
[Street Address]  
[City, State, Zip]  
[Tax ID / VAT Number]

CREDIT NOTE #  
[000001]

DATE  
[MM/DD/YYYY]

REFERENCE INVOICE  
[INV-000]

**BILL TO**

**[Client Name]**  
[Client Address]  
[Client City, State, Zip]  
[Client Email]

Description	Qty	Unit Price	Amount
[Product or Service Name]	[0]	[0.00]	[0.00]
[Reason for Credit/Adjustment]	-	-	[0.00]

Subtotal: \$[0.00]  
Tax ([0] %): \$[0.00]  
Total Credit: \$[0.00]

**NOTES / TERMS**

[Add any specific notes regarding the return, damage, or adjustment here.]

Authorized Signature: \_\_\_\_\_

[Website] | [Phone Number]