

CREDIT ADJUSTMENT

[Company Name]

[Street Address, City, State, Zip]

ADJUSTMENT # : [000000]

DATE : [YYYY-MM-DD]

REF INVOICE : [#0000]

CUSTOMER INFORMATION

[Customer Name]

[Billing Address]

[Contact Email/Phone]

REASON FOR CREDIT

[Select: Overcharge / Return / Damaged Goods / Discount Application]

Description of Adjustment	Original Amt	Corrected Amt	Credit Total
[Item Description/Reason Line 1]	\$0.00	\$0.00	\$0.00
[Item Description/Reason Line 2]	\$0.00	\$0.00	\$0.00

Subtotal Credit: \$0.00

Tax Adjustment: \$0.00

TOTAL CREDIT: \$0.00

Notes: [Internal adjustment notes or terms regarding the application of this credit to future balances.]

Authorized Electronic Signature: _____