

CREDIT MEMO

[Your Company Name]

[Street Address]

[City, State, Zip]

[Email/Phone]

Credit Memo #: [00000]

Date: [Date]

Original Invoice #: [00000]

Customer ID: [ID-000]

BILL TO

[Customer Name]

[Customer Company]

[Street Address]

[City, State, Zip]

Description	Qty	Unit Price	Total
[Description of goods/services returned or credited]	[0]	[0.00]	[0.00]
[Additional Item]	[0]	[0.00]	[0.00]

Subtotal: \$0.00

Tax Rate: 0.00%

Tax Amount: \$0.00

Total Credit: \$0.00

Reason for Credit: [Return, Overcharge, Discount, etc.]

Notes: [Any additional terms or instructions regarding the credit balance application.]