

# CREDIT MEMO

**[Sender Company Name]**  
[Street Address]  
[City, State, Zip Code]  
[Country]  
VAT/Tax ID: [ID Number]

CREDIT MEMO # [CM-00000]  
DATE [Date]  
ORIGINAL INVOICE # [INV-00000]

**BILL TO [Client Company Name]**  
[Street Address]  
[City, State, Zip Code]  
[Country]  
VAT/Tax ID: [ID Number]  
REASON FOR CREDIT [e.g., Return of Goods, Pricing Error, Damage]

Description	Qty	Unit Price	Tax Rate	Total
[Description of goods/services]	[0]	[0.00]	[0%]	[0.00]
[Description of goods/services]	[0]	[0.00]	[0%]	[0.00]

Subtotal [0.00] [Currency]  
Tax Total [0.00] [Currency]

---

**Total Credit Amount [0.00] [Currency]**

Notes: [Additional information regarding refund method or account adjustment]

Bank Details (for wire refund): [Bank Name] | [SWIFT/BIC] | [IBAN/Account Number]