

# CREDIT MEMO

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

MEMO # : [000000]  
DATE : [YYYY-MM-DD]  
REFERENCE INVOICE : [#000000]  
CURRENCY : [USD/EUR/GBP]

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## BILL TO

[Customer Name]  
[Customer Address]  
[Country]  
[Customer VAT/Tax ID]  
REASON FOR CREDIT

[e.g., Returned Goods, Billing Error, Discount Applied]

Item Description	Quantity	Unit Price	Total Amount
[Product or Service Description]	[0]	[0.00]	[0.00]
[Product or Service Description]	[0]	[0.00]	[0.00]

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

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Notes: [Additional international trade terms or bank account details for refund]

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