

[COMPANY NAME]

[Street Address]

[City, State, Zip]

CREDIT MEMO

BILL TO

[Customer Name]

[Customer Address]

[Customer Country]

CREDIT MEMO # [Number]

DATE [YYYY-MM-DD]

ORIGINAL INVOICE # [Number]

CURRENCY [e.g., EUR, GBP, JPY]

Description	Qty	Unit Price	Total Amount
[Reason for Credit / Item Description]	[0]	[0.00]	[0.00]

Subtotal: [0.00]

Tax: [0.00]

TOTAL CREDIT ([CCY]): [0.00]

Foreign Exchange Information

Exchange Rate: 1 [Local Currency] = [Rate] [Foreign Currency]

Equivalent in [Local Currency]: [0.00]

Notes: [Additional terms or instructions regarding the credit adjustment]