

CREDIT MEMO

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

CM Number: [Number]
Date: [YYYY-MM-DD]
Ref Invoice: [Invoice #]
Currency: [ISO Code]

Bill To:

[Customer Name]
[Customer Address]
[Country]
Tax ID: [Customer Tax ID]

Reason for Credit:

[Return/Damaged Goods/Price Adjustment]

Item Description	Quantity	Unit Price	Tax Rate	Amount
[Product Description / Service Detail]	[Qty]	[Price]	[%]	[Total]

Subtotal: [0.00]
Tax Amount: [0.00]

Total Credit: [0.00]

Notes: [Adjustment details or terms regarding future credit use]

Authorized Signature: _____