

CREDIT MEMO

[Company Name]

[Street Address]

[City, State, Zip, Country]

[Tax ID/VAT Number]

Memo #: [Credit Memo Number]

Date: [Date]

Reference Invoice: [Original Invoice #]

BILL TO (BUYER)

[Customer Name]

[Customer Address]

[Customer Country]

[Tax ID/VAT Number]

LOGISTICS & TRADE DETAILS

Incoterms: [e.g., FOB, CIF]

Currency: [e.g., USD, EUR]

Port of Loading/Discharge: [Port Name]

Reason for Credit: [Return/Damage/Pricing Error]

HS Code	Description of Goods	Qty	Unit Price	Amount
[HS Code]	[Item Name and Specifications]	[Qty]	[Price]	[Total]

Subtotal: [0.00]

Tax/VAT: [0.00]

Shipping Adjustments: [0.00]

Total Credit Amount: [Currency] [0.00]

Notes / Terms: [Enter details regarding bank transfer, account credit, or future balance deduction.]

Authorized Signature: _____