

CREDIT MEMO

[Company Name]
[Street Address]
[City, State, Zip]
[Phone / Email]

Date: _____
Credit Memo #: _____
Original Invoice #: _____

CUSTOMER INFORMATION

[Customer Name]
[Billing Address]
[City, State, Zip]
[Account Number]

SHIPMENT DETAILS

HWB / BOL #: _____
Origin: _____
Destination: _____
Carrier: _____

Description of Adjustment / Service	Quantity	Rate	Total Credit
[Reason for Credit: e.g., Rate Discrepancy, Damage Claim, Overcharge]			

Subtotal: \$ _____
Tax: \$ _____
Total Credit Amount: \$ _____

AUTHORIZED SIGNATURE