

CREDIT MEMO

[Manufacturing Company Name]

[Street Address]

[City, State, Zip]

Memo #: [000000]

Date: [MM/DD/YYYY]

Ref Invoice: [000000]

CUSTOMER [Customer Name]

[Customer Address]

[City, State, Zip]

[Phone/Email]

REASON FOR CREDIT [] Defective Material

[] Shipping Error

[] Pricing Correction

[] Overstock Return

Part / SKU #	Description	Qty	Unit Price	Total

Subtotal: \$0.00

Tax: \$0.00

Restocking Fee: (\$0.00)

Total Credit: \$0.00

NOTES / REMARKS

[Insert additional details regarding inspection, RMA number, or quality control findings here.]

Authorized Signature: _____