

CREDIT MEMO

[Company Name]
[Street Address]
[City, State, Zip]

Memo #: [00000]
Date: [MM/DD/YYYY]
Ref Invoice: [#00000]

BILL TO:

[Customer Name]
[Customer Address]
[Tax ID / VAT No]

CREDIT DETAILS:

Currency: [USD / EUR / GBP]
Reason: [Return / Overcharge / Discount]

Description	Qty	Unit Price	Total ([Currency])
[Item Description]	[0.00]	[0.00]	[0.00]
[Item Description]	[0.00]	[0.00]	[0.00]

Subtotal: [0.00]
Tax ([0] %): [0.00]
Total Credit: [Currency Symbol] [0.00]

Exchange Rate Note: 1 [Base Currency] = [0.00] [Local Currency] at time of original transaction.

Notes: [Internal notes or terms regarding the credit application.]