

# CREDIT MEMO

Memo #: \_\_\_\_\_

Date: \_\_\_\_\_

[Company Name]

[Street Address]

[City, State, Zip]

[Phone/Email]

---

**BILL TO:**

[Customer Name]

[Address]

[City, State, Zip]

**REFERENCE:**

**Original Invoice:** \_\_\_\_\_

**Shipping Method:** \_\_\_\_\_

**Tracking #:** \_\_\_\_\_

SKU/Item #	Description	Quantity	Unit Price	Total Adjustment
------------	-------------	----------	------------	------------------

Subtotal: \$ \_\_\_\_\_

Shipping Credit: \$ \_\_\_\_\_

Tax Adjustment: \$ \_\_\_\_\_

Total Credit: \$ \_\_\_\_\_

**Reason for Credit:**

Damaged in Shipping  Incorrect Shipping Charge  Returned Goods  Other: \_\_\_\_\_

Notes: \_\_\_\_\_