

CREDIT MEMO

[Seller Company Name]
[Street Address]
[City, State, Zip, Country]
VAT ID: [VAT Number]

Memo Number: [CM-0000]
Date: [YYYY-MM-DD]
Reference Invoice: [#0000]
Currency: [USD/EUR/GBP]

Bill To:

[Customer Name]
[Customer Address]
[Country]
VAT ID: [Customer VAT Number]

Reason for Credit:

[Return/Discount/Correction]

Description	Qty	Unit Price	VAT %	VAT Amt	Total
-------------	-----	------------	-------	---------	-------

[Item Description]	[0]	[0.00]	[0%]	[0.00]	[0.00]
--------------------	-----	--------	------	--------	--------

Subtotal (Excl. VAT): [0.00]

Total VAT: [0.00]

Total Credit Amount: [0.00]

Notes: [Additional information regarding refund or account credit]

Compliance Note: This document is issued to adjust the value of the original invoice referenced above for tax purposes.