

CREDIT MEMO

Contract Labor Adjustment

Memo #: _____

Date: _____

Original Invoice #: _____

VENDOR / CONTRACTOR

BILL TO

Description of Adjustment / Labor Task	Hours	Rate	Total Credit

Subtotal: \$ _____

Tax Adjustment: \$ _____

Total Credit: \$ _____

REASON FOR CREDIT

Authorized Signature: _____

Date: _____