[ENTERPRISE NAME]

[Street Address]
[City, State, Zip]
[Tax ID / VAT Number]

CREDIT MEMO

Memo #: [CM-000000]
Date: [MM/DD/YYYY]
Reference Invoice: [#INV-000]

BILL TO

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

MEMO DETAILS

Reason: [Return / Pricing Adjustment / Damage]
Payment Terms: [Net 30 / Credit to Account]
Currency: [USD/EUR]

SKU/Item #	Description	Qty	Unit Price	Total
[Item Code]	[Detailed Description of Credit Item]	[0]	[0.00]	[0.00]
Subtotal				0.00

Tax (0%)	0.00
Total Credit	**[0.00]**

NOTES / INSTRUCTIONS

[Insert internal adjustment notes or specific credit application instructions here.]

Authorized Signature: ____________________________ Date: __________

This credit memo is issued according to corporate compliance standards. Please apply this balance to your next outstanding invoice.