CREDIT MEMO

Memo #: _____
Date: _____
Original Invoice #: _____

Vendor Information:

Name: _____
Address: _____
City/State/Zip: _____

Credit To:

Name: _____
Address: _____
City/State/Zip: _____

SKU / Item ID	Description	Qty Returned	Unit Price	Restocking Fee	Total Credit

Subtotal: $ _____
Less Restocking Fees: ($ _____)
Tax Adjustment: $ _____

Total Credit Amount: $ _____

Reason for Restock:

Authorized Signature: _____ Date: _____

This credit memo will be applied to your account balance or issued as a refund according to company policy.