

# CREDIT NOTE

[Agency Name]  
[Address Line 1]  
[City, State, Zip]

**Credit Note #:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Original Invoice #:** \_\_\_\_\_

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## CLIENT

[Client Name]  
[Client Address]  
[Contact Person]  
CAMPAIGN / PROJECT

[Campaign Name]  
[Project Code]

Description of Adjustment	Media/Service Period	Amount
[Item Description - e.g., Media Under-delivery]	[Date Range]	0.00
[Item Description - e.g., Production Credit]	-	0.00

Subtotal: 0.00  
Tax (\_\_\_%): 0.00  
Total Credit: 0.00

## REASON FOR CREDIT

Authorized Signature: \_\_\_\_\_

[Company Registration Number] | [Tax ID] | [Website URL]