

CREDIT NOTE

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

Credit Note #: [000000]
Date: [MM/DD/YYYY]
Reference Invoice #: [000000]

BILL TO

[Client Name]
[Client Billing Address]
[City, State, Zip]
[Client Tax ID]

CAMPAIGN DETAILS

Campaign: [Campaign Name]
Advertiser: [Brand Name]
Period: [Start Date] - [End Date]

DESCRIPTION / REASON FOR CREDIT	MEDIA TYPE	UNITS / IMPRESSIONS	RATE	AMOUNT
[e.g., Reconciliation of under-delivery / Make-good credit]	[Digital/Print/OOH]	[000,000]	[0.00]	[0.00]
Subtotal				[0.00]
Tax ([0]%)				[0.00]
Total Credit Amount				[0.00]

NOTES

[Add details regarding the credit adjustment or specific media placement corrections here.]

Authorized Signature: _____ Date: _____

This credit note is issued in accordance with the advertising master service agreement.