

[Advertising Agency Name]

[Street Address]

[City, State, Zip Code]

[Tax ID / VAT Number]

[Email/Phone]

## CREDIT NOTE

Credit No: [000000]

Date: [DD/MM/YYYY]

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### CREDIT TO

[Client Name]

[Client Billing Address]

[City, State, Zip Code]

[Client Tax ID]

### REFERENCE INFORMATION

Original Invoice No: [000000]

Original Invoice Date: [DD/MM/YYYY]

Campaign Reference: [Campaign Name/ID]

Account Manager: [Name]

Description of Adjustment	Quantity/Units	Unit Price	Total Adjustment
[Item Description - e.g., Impressions Under-delivery]	[0.00]	[0.00]	[0.00]
[Item Description - e.g., Billing Correction]	[0.00]	[0.00]	[0.00]

Subtotal: [0.00]

Tax ([0]%): [0.00]

Total Credit: [Currency Code] [0.00]

### REASON FOR CREDIT

[Brief explanation for the issuance of this credit note]

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Notes: This credit note is issued to adjust the balance of the aforementioned invoice. Please apply this amount to your outstanding balance or contact our finance department for further instructions.

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