

CREDIT NOTE

[Your Agency Name]
[Business Address]
[Tax ID / VAT Number]

DATE: [MM/DD/YYYY]
CREDIT NO: [CN-000]
REFERENCE INVOICE: [#INV-000]

CLIENT INFORMATION

[Client Name]
[Contact Name]
[Client Address]
[Client Email]

REASON FOR CREDIT

[e.g., Campaign Cancellation, Service Discount, Overcharge Correction]

Marketing Service Description	Original Qty	Unit Price	Credit Amount
[Service Name - e.g., Social Media Management]	[0]	\$0.00	\$0.00
[Service Name - e.g., PPC Campaign Credits]	[0]	\$0.00	\$0.00
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Subtotal: \$0.00			
Tax ([0] %): \$0.00			
Total Credit: \$0.00			

NOTES

This credit note will be applied to your outstanding balance or future marketing services. Please contact our accounts department for any queries.