

CREDIT ADJUSTMENT

[Company Name]

[Street Address]

[City, State, Zip]

[Tax ID/VAT]

Adjustment #: [000000]

Date: [MM/DD/YYYY]

Original Invoice #: [000000]

Customer ID: [CID-000]

Bill To:

[Client Name]

[Client Address]

[City, State, Zip]

Reason for Adjustment:

[Return of Goods / Pricing Correction / Billing Error / Damage Allowance]

Description of Credit	Qty	Unit Price	Adjustment Amount
[Item Description / Service Reference]	[0]	[0.00]	([0.00])
[Item Description / Service Reference]	[0]	[0.00]	([0.00])
Subtotal Credit: ([0.00])			
Tax Adjustment: ([0.00])			
TOTAL CREDIT: ([0.00])			

Authorization: _____

Notes: This credit adjustment will be applied to your outstanding balance. If your account is paid in full, this amount will remain as a credit toward future purchases.