

CREDIT MEMO

[Enterprise Name]
[Street Address]
[City, State, Zip]

Memo #: [000000]
Date: [MM/DD/YYYY]
Ref Invoice #: [000000]

BILL TO

[Customer Name]
[Customer Address]
[Contact Email/Phone]

REASON FOR CREDIT

[Select: Return / Pricing Adjustment / Damaged Goods / Other]

Description	Quantity	Unit Price	Total Credit
[Item Description/SKU]	[0]	[\$[0.00]]	[\$[0.00]]
[Item Description/SKU]	[0]	[\$[0.00]]	[\$[0.00]]

Subtotal \$[0.00]
Tax Adjustment \$[0.00]
Total Credit \$[0.00]

NOTES

[Internal comments or terms regarding the credit application]

Authorized Signature: _____