

CREDIT NOTE

[Company Name]
[Address Line 1]
[City, State, Zip]

CREDIT NOTE # [CN-00000]
DATE [Date]
REFERENCE INVOICE [INV-00000]

BILL TO [Client Name]
[Client Address]
[City, State, Zip]
[Tax ID / Reference]
REASON FOR CREDIT [e.g., Service Adjustment, Overcharge, Discount Applied]

Description of Services	Hours/Qty	Rate	Amount
[Service Description]	0.00	0.00	0.00
[Service Description]	0.00	0.00	0.00

Subtotal: 0.00
Tax (0%): 0.00
Total Credit: [Currency] 0.00

NOTES

This credit note is issued to adjust the balance of the referenced invoice. The amount will be applied to your future balance or refunded upon request.