

CREDIT MEMO

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

Credit Memo #: [000000]

Date: [MM/DD/YYYY]

Reference Invoice: [#000000]

CREDIT TO

[Customer Name]
[Customer Address]
[City, State, Zip]

REASON FOR CREDIT

[Return, Overcharge, Discount, etc.]

Description	Quantity	Unit Price	Amount
[Item Description]	[0]	[0.00]	[0.00]
[Item Description]	[0]	[0.00]	[0.00]

Subtotal: \$[0.00]
Tax Rate: [0]%
Total Tax: \$[0.00]
Total Credit: \$[0.00]

Notes: [Additional comments or terms regarding this credit.]

Authorized Signature: _____ Date: _____