# [COMPANY NAME]

[Street Address]
[City, State, Zip]
[Phone Number]
[Email/Website]

# CREDIT MEMO

**Memo #:** [000000]
**Date:** [MM/DD/YYYY]

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**CREDIT TO**

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

**REFERENCE INFORMATION**

**Original Invoice #:** [00000]
**Original Date:** [MM/DD/YYYY]
**Customer ID:** [CID-000]
**Reason:** [Return/Damage/Pricing Error]

| Item / SKU | Description | Qty | Unit Price | Tax | Total Credit |
|---|---|---|---|---|---|
| [Item Code] | [Description of goods or services] | [0] | $[0.00] | $[0.00] | $[0.00] |
| [Item Code] | [Description of goods or services] | [0] | $[0.00] | $[0.00] | $[0.00] |

Subtotal: $[0.00]
Tax Total: $[0.00]
Shipping/Other: $[0.00]
TOTAL CREDIT: $[0.00]

**NOTES / TERMS**

[Internal notes or instructions regarding how the credit will be applied, e.g., "Applied to next statement" or "Refund check to follow".]

Authorized Signature: ___________________________ Date: __________