

CREDIT MEMO

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

Memo #: [00000]

Date: [MM/DD/YYYY]

Reference Invoice: [#00000]

BILL TO

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

REASON FOR CREDIT

[Description of return, adjustment, or error]

Item Description	Qty	Unit Price	Total
[Product/Service Name]	[0]	[0.00]	[0.00]
[Product/Service Name]	[0]	[0.00]	[0.00]

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

NOTES

The total credit amount shown will be applied to your balance or issued as a refund according to your account terms.