CREDIT MEMO

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

MEMO NUMBER
#CM-00000

DATE
[MM/DD/YYYY]

CREDIT TO
[Customer Name]
[Customer Address]
[Customer Email]

REFERENCE
Original Invoice: #[0000]
Reason: [Reason for Credit]

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
[Item Description]	0	$0.00	$0.00
[Item Description]	0	$0.00	$0.00

Subtotal $0.00
Tax (0%) $0.00
Total Credit $0.00

NOTES

Credit will be applied to your next statement or refunded via original payment method.