

CREDIT MEMO

[Company Name]
[Street Address]
[City, State, Zip]
[Phone / Email]

DATE: _____
CREDIT MEMO #: _____
ORIGINAL INVOICE #: _____

CREDIT TO:

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

REASON FOR CREDIT:

Description	Quantity	Unit Price	Total Credit

Subtotal: \$ 0.00
Tax: \$ 0.00
Total Credit: \$ 0.00

Notes: [Insert additional terms or credit policy here]

Authorized Signature: _____