

[Business Name]

[Address Line 1]

[City, State, Zip]

[Phone / Email]

CREDIT MEMO

CREDIT TO:

MEMO DETAILS:

Date: _____

Credit Memo #: _____

Original Invoice #: _____

Description / Reason for Credit	Qty	Unit Price	Total

Subtotal: \$ _____

Tax: \$ _____

Total Credit: \$ _____

NOTES:

Authorized Signature: _____