[Sender Company Name]

[Street Address]
[City, State, Zip]
[Tax ID / VAT Number]

CREDIT NOTE

Note #: [CR-000000]

Date: [MM/DD/YYYY]

Bill To:

[Customer Company Name]
[Billing Address]
[City, State, Zip]
[Customer Tax ID]

Reference:

Original Invoice: #[INV-000000]

Original Date: [MM/DD/YYYY]

Reason: [Return / Pricing Correction / Error]

Description	Qty	Unit Price	Tax %	Amount
[Item Description or Service Name]	[0]	[0.00]	[0%]	[0.00]
[Item Description or Service Name]	[0]	[0.00]	[0%]	[0.00]

Subtotal: [0.00]
Tax Total: [0.00]
Total Credit: [0.00]

Notes: This credit note will be applied to your outstanding balance or refunded as per the corporate agreement. Please contact [Department Name] at [Phone/Email] for queries regarding this adjustment.