COMPANY NAME

[Corporate Name]

[Street Address]

[City, State, Zip]

CREDIT MEMO

MEMO NUMBER

[CM-000000]

DATE

[MM/DD/YYYY]

CREDIT TO:

[Customer Name]

[Customer Address]

[Account Number]

REFERENCE:

Original Invoice: [Inv #]

Purchase Order: [PO #]

Reason: [Reason for Credit]

Description of Credit	Qty	Unit Price	Total Credit
[Line Item Description]	[0]	[0.00]	[0.00]
[Line Item Description]	[0]	[0.00]	[0.00]
[Line Item Description]	[0]	[0.00]	[0.00]

Subtotal: $ 0.00
Tax Adjust: $ 0.00
Total Credit: $ 0.00

AUTHORIZED SIGNATURE

Note: This credit will be applied to your account balance or pending invoices.