

Credit Memo

Company Name
Address Line 1
Address Line 2
Phone: (000) 000-0000
Email: info@company.com

Credit Memo #: CM-0001
Date: 2024-06-20
Original Invoice #: INV-1234

Bill To

Customer Name
Customer Address Line 1
Customer Address Line 2
Email: customer@email.com

Description

| Item | Description | Amount |
|---------------------|--|------------------|
| Overpayment Refund | Refund of overpayment received for Invoice #INV-1234 | \$ 100.00 |
| Total Credit | | \$ 100.00 |

Notes:

This credit memo was issued due to overpayment on the referenced invoice. Please apply this credit to outstanding balances or contact us for a refund.