

Credit Note (Invoice Correction)

From:

ABC Company Ltd.
123 Main Street
New York, NY 10001
Tax ID: 123456789

To:

XYZ Client Inc.
789 Client Ave
Los Angeles, CA 90001
Tax ID: 987654321

| | | | |
|--------------------|---------------|---------------|------------|
| Credit Note No: | CN-2024-001 | Date: | 2024-06-20 |
| Reference Invoice: | INV-2024-1009 | Invoice Date: | 2024-06-10 |

Reason for Correction

Overcharged on Item B. Kindly see the corrected details below.

Credit Note Details

| Description | Qty | Unit Price | Original Amount | Corrected Amount | Credit Amount |
|--------------------------|-----|------------|-----------------|------------------|---------------|
| Item A | 2 | 100.00 | 200.00 | 200.00 | 0.00 |
| Item B | 3 | 150.00 | 450.00 | 300.00 | 150.00 |
| Subtotal | | | | | 150.00 |
| Tax (10%) | | | | | 15.00 |
| Total Credit Note Amount | | | | | 165.00 |

This credit note authorizes the adjustment of the original invoice. Please amend your records accordingly.

| |
|----------------------|
| Authorized Signature |
| Date |