

Credit Note

Partial Refund

From:

Company Name
Address Line 1
Address Line 2
City, State ZIP
Phone: (000) 000-0000

To:

Customer Name
Customer Address Line 1
Customer Address Line 2
City, State ZIP
Phone: (000) 000-0000

Credit Note No: CN-0001
Date: YYYY-MM-DD
Original Invoice No: INV-12345
Invoice Date: YYYY-MM-DD

Credit Details

Description	Qty	Unit Price	Total
Item/Service Name	1	100.00	100.00
Partial Refund Adjustment	-	-	50.00

Subtotal: 150.00
Tax: 0.00
Total Credit: 150.00

Reason for Credit

Partial refund due to overcharge/return/adjustment. (Describe details here.)

This credit note is issued as a partial refund against the referenced invoice.
Thank you.