

Credit Note

Issuer (Your Company):

[Company Name]
[Address Line 1]
[Address Line 2]
VAT Registration No.: [Issuer VAT Number]
Contact: [Phone/Email]

Credit Note No.: [CN-000001]

Date of Issue: [YYYY-MM-DD]

Reference Invoice: [INV-000123]

Reason for Credit Note: [Reason, e.g. Return, Discount, Error]

Customer:

[Customer Name]
[Customer Address Line 1]
[Customer Address Line 2]
VAT Registration No.: [Customer VAT Number]

#	Description of Goods/Services	Quantity	Unit Price	VAT Rate	VAT Amount	Total (incl. VAT)
1	[Description 1]	[Qty]	[Unit Price]	[VAT %]	[VAT Amt]	[Total]
2	[Description 2]	[Qty]	[Unit Price]	[VAT %]	[VAT Amt]	[Total]

Subtotal (Excl. VAT):
[Subtotal]

Total VAT:
[Total VAT]

Total Credit (Incl. VAT):
[Total Credit]

Notes:

This credit note cancels or reduces the amount charged in the referenced tax invoice. Please retain for your records.

Authorized Signature: _____