

# Credit Memo

**From:**

Company Name  
Address Line 1  
Address Line 2  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**To:**

Customer Name  
Address Line 1  
Address Line 2  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Credit Memo #:**

\_\_\_\_\_

**Date:**

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Reference:**

Inventory Discrepancy Resolution

**Reason for Credit Memo**

Issued in response to discrepancies identified in inventory counts. Please see details below.

**Inventory Discrepancy Details**

SKU / Item Code	Description	Reported Qty	Actual Qty	Difference	Unit Price	Amount
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
Total Credit						_____

**Remarks**

\_\_\_\_\_  
\_\_\_\_\_

**Authorized By**

\_\_\_\_\_  
Name & Signature

**Approved By**

\_\_\_\_\_  
Name & Signature