

# Credit Memo

Memo No: \_\_\_\_\_  
Date: \_\_\_\_\_

**Your Company Name**

Address Line 1  
Address Line 2  
City, State ZIP  
Country

**Billed To:**  
Customer Name  
Address Line 1  
Address Line 2  
City, State ZIP  
Country

**Account Information:**  
Account #: \_\_\_\_\_  
Reference #: \_\_\_\_\_  
Currency: \_\_\_\_\_

Description	Reference	Qty	Unit Price	Amount
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Subtotal				_____
Tax				_____
Total Credit				_____

**Reason / Notes:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prepared By: \_\_\_\_\_  
Approved By: \_\_\_\_\_

Date: \_\_\_\_\_