

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: _____