

Credit Memo

Credit Memo #:

Date:
____/____/____

Issued To:
Customer Name
Customer Address Line 1
Customer Address Line 2
Reference (Invoice #):

Reason for Credit

Promotional Pricing Error – Pricing incorrectly applied in original invoice.
Correcting overcharge for eligible promotional pricing.

#	Description	Qty	Unit Price	Credit Amount
1	Product/Service Name	____	____	____

Subtotal: _____
Tax: _____
Total Credit: _____

Comments / Notes:

Authorized Signature

Received By