

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 â€“ 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 _____