

Credit Memo

From:

Company Name
Address Line 1
Address Line 2
Phone: (000) 000-0000
Email: info@company.com

To:

Customer Name
Customer Address 1
Customer Address 2
Phone: (000) 000-0000
Email: customer@email.com
Credit Memo No: CM-0001
Date: 2024-06-20
Reference Invoice: INV-1023

Reason for Credit: Overcharge Correction

Description	Quantity	Unit Price	Overcharged Amount	Credit Amount
Product/Service Name	5	\$100.00	\$20.00	\$100.00
Total Credit			\$100.00	

Remarks:

This credit memo is issued to correct an overcharge identified on your original invoice.

Authorized Representative