# DEBIT MEMO

| | |
|---|---|
| **Debit Memo #** | |
| **Date** | |
| **Original Inv #** | |
| **Original Date** | |

BILL TO

SHIP TO (IF APPLICABLE)

| ITEM / CODE | DESCRIPTION OF ADJUSTMENT / REASON FOR DEBIT | ORIGINAL QTY | UNIT PRICE | DEBIT AMOUNT |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

REASON FOR ADJUSTMENT / INTERNAL NOTES

| | |
|---|---|
| **Subtotal** | |
| **Tax Rate / Tax Amount** | |

| | |
|---|---|
| **Total Debit** | |

Prepared By

Authorized Approval Signature