

CREDIT MEMO

Credit Memo Date	
Credit Memo #	
Customer ID	
Original Invoice #	
Original Invoice Date	

CUSTOMER INFORMATION

SHIP TO (IF DIFFERENT)

ITEM / SKU	DESCRIPTION	QTY	UNIT PRICE	TOTAL CREDIT

REASON FOR CREDIT

Subtotal _____

Tax Rate (%) _____

Tax Amount _____

Other

Total Credit

AUTHORIZED SIGNATURE

CUSTOMER SIGNATURE (IF REQUIRED)