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## CREDIT ADJUSTMENT

ADJUSTMENT NO: \_\_\_\_\_

DATE: \_\_\_\_\_

ORIGINAL INVOICE NO: \_\_\_\_\_

ACCOUNT NO: \_\_\_\_\_

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### CUSTOMER INFORMATION

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### CORRESPONDENCE ADDRESS

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DESCRIPTION OF ADJUSTMENT	ORIGINAL AMOUNT	CREDIT AMOUNT

SUBTOTAL \_\_\_\_\_

TAX ADJUSTMENT \_\_\_\_\_

**TOTAL CREDIT  
APPROVED** \_\_\_\_\_

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### REASON FOR ADJUSTMENT / COMMENTS

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PREPARED BY

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AUTHORIZED SIGNATURE