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# CREDIT MEMO

Credit Memo # \_\_\_\_\_  
Date \_\_\_\_\_  
Original Invoice # \_\_\_\_\_  
Original Invoice Date \_\_\_\_\_

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### CUSTOMER INFO

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### BILLING ADDRESS (IF DIFFERENT)

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ITEM #	DESCRIPTION OF ADJUSTMENT / CREDIT	QTY	UNIT PRICE	TOTAL CREDIT

### REASON FOR CREDIT

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**Subtotal Credit**

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**Tax Credit**

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**Other Credit**

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**Total Credit  
Amount**

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Authorized Signature

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Customer Signature (If Required)

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Thank you for your continued business.