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## ADJUSTMENT NOTE

Document No: \_\_\_\_\_

Date: \_\_\_\_\_

Original Invoice No: \_\_\_\_\_

Original Invoice Date: \_\_\_\_\_

Customer Account No: \_\_\_\_\_

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### CUSTOMER / BILL TO

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### SHIP TO / DELIVER TO

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ITEM CODE	DESCRIPTION OF ADJUSTMENT / GOODS RETURNED	QTY	UNIT PRICE	TOTAL CREDIT

Subtotal Excl. Tax: \_\_\_\_\_

Tax Amount: \_\_\_\_\_

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**Total Credit:**

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**REASON FOR ADJUSTMENT**

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PREPARED BY

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AUTHORIZED SIGNATURE