DEBIT MEMO

Debit Memo No.	
Date	
Original Invoice No.	
Original Invoice Date	

DEBIT TO (CUSTOMER)

SUPPLIER (ISSUED BY)

ITEM / CODE	DESCRIPTION OF DEBIT / REASON	QTY	UNIT PRICE	TOTAL AMOUNT

Subtotal	
Tax Rate (%)	
Tax Amount	
Total Debit	

REMARKS / REASON FOR ADJUSTMENT

PREPARED BY

AUTHORIZED APPROVAL