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## CREDIT ADJUSTMENT

Date: \_\_\_\_\_  
Adjustment No: \_\_\_\_\_  
Original Invoice No: \_\_\_\_\_

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### CUSTOMER INFORMATION

\_\_\_\_\_  
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.....  
.....

### ACCOUNT DETAILS

Customer Account No: \_\_\_\_\_  
Original Invoice Date: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

ITEM / CODE	DESCRIPTION OF ADJUSTMENT	ORIGINAL AMT	CORRECTED AMT	CREDIT AMOUNT

### REASON FOR ADJUSTMENT / REMARKS

\_\_\_\_\_

Subtotal Credit: \_\_\_\_\_  
Tax Adjustment: \_\_\_\_\_  
Total Credit Applied: \_\_\_\_\_

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PREPARED BY

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AUTHORIZED APPROVAL SIGNATURE