

# DEBIT NOTE

BALANCE DUE INVOICE

Debit Note No: Date: Due Date:

---

**BILL TO**

---

**ADJUSTMENT REFERENCE**

Original Invoice No: Original Invoice Date: Customer Account No:

DESCRIPTION OF UNDERCHARGED ITEM / SERVICE	CORRECT AMT	BILLED AMT	DIFFERENCE DUE
--	-------------	------------	----------------

Subtotal Difference:

Tax Adjustment:

---

**Total Balance Due:**

---

**REASON FOR ADJUSTMENT & PAYMENT TERMS**

