

DEBIT MEMO

Memo Number: _____

Date: _____

DEBIT TO (CUSTOMER)

REFERENCE DETAILS

Original Invoice No: _____

Original Invoice Date: _____

Customer Account No: _____

REASON FOR ADJUSTMENT

DESCRIPTION OF ADJUSTMENT	QUANTITY	UNIT RATE	AMOUNT
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Subtotal: _____

Tax: _____

**Total Debit
Adjustment:** _____

PREPARED BY

AUTHORIZED SIGNATURE