PRICE ADJUSTMENT DEBIT MEMO

Debit Memo No.	
Date	
Original Invoice No.	
Original Invoice Date	
Customer ID	

BILL TO
SHIP TO (IF APPLICABLE)

ITEM / PART NO.	DESCRIPTION OF ADJUSTMENT	QTY	ORIGINAL UNIT PRICE	CORRECTED UNIT PRICE	UNIT DIFF.	DEBIT AMOUNT

REASON FOR RETROACTIVE ADJUSTMENT

Subtotal	

Tax Rate	
Tax Amount	
Total Debit Due	

PREPARED BY

AUTHORIZED APPROVAL