

# DEBIT NOTE

Underbilled Service Fees Adjustment

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## DEBIT TO

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## DOCUMENT DETAILS

Debit Note No:

Debit Note Date:

Original Invoice Ref:

Original Invoice Date:

DESCRIPTION OF UNDERBILLED SERVICES / ADJUSTMENTS	CORRECT AMOUNT	ORIGINALLY BILLED	DEBIT AMOUNT
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Subtotal Debit: -----

Tax / VAT: -----

**Total Debit Due:** -----

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## REASON FOR ADJUSTMENT & NOTES

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PREPARED BY

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AUTHORIZED SIGNATORY