

CREDIT MEMO

Credit Memo No.	
Date	
Orig. Invoice No.	
Orig. Invoice Date	

CUSTOMER INFO

BILL TO (IF DIFFERENT)

DESCRIPTION OF OVERCHARGE / ITEM	ORIGINAL PRICE	CORRECT PRICE	QTY	CREDIT AMOUNT
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<p>REASON FOR CREDIT ADJUSTMENT</p> <p>----- ----- -----</p>

Subtotal Credit: _____
Tax Adjustment: _____

Total Credit: _____

AUTHORIZED SIGNATURE

DATE