

CREDIT MEMO

CUSTOMER INFORMATION

Customer Name: _____
Customer ID: _____
Address: _____
Phone: _____

MEMO DETAILS

Credit Memo #: _____
Date: _____
Original Invoice #: _____
Expiration Date: _____

DESCRIPTION / REASON FOR CREDIT	QTY	UNIT PRICE	TOTAL

Subtotal: _____
Tax Amount: _____
Total Credit: _____

Terms & Notes:

PREPARED BY

AUTHORIZED SIGNATURE