DEBIT MEMORANDUM

Retroactive Price Adjustment

Debit Memo No:

Date:

Payment Terms:

Due Date:

DEBIT TO

SHIP TO (IF DIFFERENT)

ORIGINAL INVOICE NO
ORIGINAL INVOICE DATE
PURCHASE ORDER NO
CONTRACT REFERENCE

Item / Description	Qty	Original Price	Corrected Price	Unit Difference	Debit Amount

Subtotal Debit:	
Tax / VAT:	
Total Debit Due:	

REASON FOR ADJUSTMENT / NOTES

AUTHORIZED SIGNATURE