

# DEBIT MEMO

Debit Memo No.	
Date	
Original Invoice No.	
Original Invoice Date	

## BILL TO

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## ACCOUNT INFORMATION

Customer Account No.	
Payment Terms	
Due Date	

ITEM / CODE	DESCRIPTION OF DEBIT ADJUSTMENT / REASON	QTY	AMOUNT

Subtotal	
Tax / VAT	
Total Debit Adjustment	

### Adjustment Reason Codes:

1. Underpayment Corrected | 2. Pricing Error Correction | 3. Tax Under-calculated | 4. Other (Specify Above)

Prepared By (Accounts Receivable Officer)

Authorized Approval Signature