

DEBIT MEMO

A/R DEBIT ADJUSTMENT

DEBIT TO

Debit Memo No. _____

Date _____

Original Invoice No. _____

Original Invoice Date _____

Customer Account No. _____

ITEM / CODE	DESCRIPTION / REASON FOR ADJUSTMENT	ORIGINAL AMT	ADJUSTMENT AMT (DEBIT)

Internal Memo / Remarks:

Subtotal Adjustment _____

Tax / VAT Adjustment _____

Total Debit Increase _____

PREPARED BY _____

AUTHORIZED APPROVAL