

DEBIT MEMO

Billing Undercharge Adjustment

DEBIT TO

MEMO DETAILS

Debit Memo No.

Date

Original Invoice No.

Original Invoice Date

| DESCRIPTION OF UNDERCHARGE CORRECTION | ORIGINAL AMOUNT | CORRECT AMOUNT | DEBIT AMOUNT (DIFFERENCE) |
|---------------------------------------|-----------------|----------------|---------------------------|
|---------------------------------------|-----------------|----------------|---------------------------|

Subtotal

Tax / VAT

Total Due

Reason for Adjustment / Payment Terms

AUTHORIZED SIGNATURE