

DEBIT MEMO

DEBIT MEMO #	
DATE	
ORIGINAL INVOICE #	
ORIGINAL INVOICE DATE	

DEBIT TO _____

SHIP TO _____

DISCREPANCY DESCRIPTION / ITEM	ORIGINAL BILLED	CORRECTED AMOUNT	DEBIT AMOUNT

SUBTOTAL DEBIT	
TAX RATE / TAX	
TOTAL DEBIT DUE	

REASON FOR CORRECTION / REMARKS _____

PREPARED BY
AUTHORIZED APPROVAL
