

DEBIT MEMO

Debit Memo No:

.....

Date:

.....

Original Invoice No:

.....

Customer Account:

.....

BILL TO

REASON FOR ADJUSTMENT

ITEM/CODE	DESCRIPTION OF ADJUSTMENT	QTY	UNIT PRICE	AMOUNT

INTERNAL NOTES / COMMENTS

Subtotal _____

Tax Rate / Tax _____

Total Debit

PREPARED BY

AUTHORIZED APPROVAL