CREDIT MEMO

STORE CREDIT REFUND

STORE INFORMATION

Company Name

Address

Phone/Email

REFUND DETAILS

Credit Memo No.

Date

Original Invoice No.

CUSTOMER INFORMATION

Customer Name

Account Number

Contact Info

REASON FOR REFUND

ITEM DESCRIPTION	QTY	UNIT VALUE	TOTAL CREDIT

Subtotal

Tax Adjustment

Total Store Credit

Authorized Representative Signature

Customer Acknowledgment

Terms & Conditions of Store Credit:

• This store credit is non-transferable and cannot be exchanged for cash.

• Credit expiry date (if applicable): _____

• Please present this original copy when redeeming store credit.