

DEBIT MEMO

SUPPLIER OVERCHARGE DISPUTE

DEBIT MEMO NO: _____
DATE: _____
ORIGINAL INVOICE NO: _____
ORIGINAL INVOICE DATE: _____

BILLED TO (SUPPLIER)

DEBITED BY (BUYER)

ITEM	DESCRIPTION OF OVERCHARGE / DISPUTE REASON	INVOICED RATE	CORRECT RATE	QTY DISPUTED	DISPUTED AMOUNT

SUBTOTAL _____
TAX ADJUSTMENT _____
TOTAL DEBIT

REASON FOR DISPUTE / REMARKS:

PREPARED BY (AUTHORIZATION SIGNATURE)

APPROVED BY (FINANCIAL CONTROLLER)