DEBIT MEMORANDUM

Debit Memo No.	
Date	
Original Invoice No.	
Original Invoice Date	

DEBITED TO

SHIP TO (IF APPLICABLE)

ITEM / CODE	DESCRIPTION OF ADJUSTMENT / REASON FOR DEBIT	QTY	UNIT PRICE	TOTAL AMOUNT

EXPLANATION / REMARKS

Subtotal	
Tax / VAT	
Other Adjustment	
Total Debit	

Prepared By

Authorized Signature