

DEBIT MEMO

Debit Memo No: _____

Date: _____

Original Invoice No: _____

Original Invoice Date: _____

Customer ID: _____

ISSUED BY

DEBIT TO (CUSTOMER)

ITEM / CODE	DESCRIPTION OF DISCREPANCY CORRECTION	ORIGINAL AMOUNT	CORRECTED AMOUNT	DEBIT AMOUNT

Reason for Discrepancy Correction:

- Pricing Error (Undercharged)
- Quantity Discrepancy (Shorthand Delivery Correction)
- Tax Calculation Adjustment
- Freight / Shipping Charge Undercollection
- Other (Specify in description above)

Subtotal: _____

Tax Rate / Tax: _____

Total Debit: _____

PREPARED BY

AUTHORIZED APPROVAL