

Company Name: _____

Address: _____

Phone/Email: _____

CREDIT MEMO

Credit Memo #: _____

Date: _____

Reference Invoice #: _____

Customer Information

Customer Name: _____

Account #: _____

Address: _____

Item / Code	Description of Return / Allowance	Qty	Unit Price	Total Credit

Subtotal	
Tax Rate (%)	
Tax Amount	
Total Credit	

Prepared By: _____

Authorized Signature: _____

Sales Return Journal Entry

Record the general journal entry for the transaction below.

Date	Account Title & Explanation	Ref	Debit	Credit

Date	Account Title & Explanation	Ref	Debit	Credit
	<i>Explanation:</i>			