

DEBIT MEMO

|                       |  |
|-----------------------|--|
| Debit Memo No.        |  |
| Date                  |  |
| Original Invoice No.  |  |
| Original Invoice Date |  |

DEBIT TO (CUSTOMER)

SHIP TO (IF DIFFERENT)

| DESCRIPTION OF DEBIT / REASON FOR ADJUSTMENT | QTY | UNIT PRICE | TOTAL AMOUNT |
|----------------------------------------------|-----|------------|--------------|
|                                              |     |            |              |
|                                              |     |            |              |
|                                              |     |            |              |
|                                              |     |            |              |
|                                              |     |            |              |

|          |  |
|----------|--|
| Subtotal |  |
|----------|--|

|              |  |
|--------------|--|
| Tax Rate (%) |  |
| Tax Amount   |  |
| Total Debit  |  |

Notes / Remarks:

Prepared By

Authorized Signature