

DEBIT MEMO

SUPPLIER BILLING ADJUSTMENT

Debit Memo No.	
Date	
Orig. Invoice No.	
Orig. Invoice Date	

DEBITED TO (SUPPLIER)

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ISSUED BY (BUYER)

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REASON FOR ADJUSTMENT

- | Pricing Error
- | Quantity Discrepancy
- | Damaged / Defective Goods
- | Short Shipment
- | Tax Adjustment
- | Other (Specify below)

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ITEM / SKU	DESCRIPTION OF DEVIATION / ADJUSTMENT	QTY	UNIT COST	TOTAL DEBIT

Subtotal	
Tax Adjustment	

Total Debit	
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PREPARED BY (AUTHORIZED SIGNATURE)

APPROVED BY (AUTHORIZED SIGNATURE)