# DEBIT NOTE

(Undercharge Correction)

**Debit Note No:**

**Date:**

**Original Invoice No:**

**Original Invoice Date:**

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## DEBIT TO

## SHIP TO (IF DIFFERENT)

| DESCRIPTION / UNDERCHARGE REASON | ORIGINAL PRICE | CORRECT PRICE | DEBIT AMOUNT |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

## REASON FOR ADJUSTMENT

**Subtotal:**

**Tax Rate:**

**Tax Amount:**

**Total Debit:**

PREPARED BY

AUTHORIZED SIGNATURE