

# DEBIT MEMO

Vendor Credit Correction

|                   |                 |
|-------------------|-----------------|
| DEBIT TO (VENDOR) | BILL TO (BUYER) |
|-------------------|-----------------|

|                                   |                           |
|-----------------------------------|---------------------------|
| DEBIT MEMO NUMBER                 | DEBIT MEMO DATE           |
| ORIGINAL CREDIT MEMO NUMBER       | ORIGINAL CREDIT MEMO DATE |
| ORIGINAL INVOICE NUMBER REFERENCE | VENDOR ACCOUNT NUMBER     |

| ITEM DESCRIPTION / CORRECTION DETAILS | ORIGINAL CREDIT | CORRECTED CREDIT | DEBIT ADJUSTMENT AMOUNT |
|---------------------------------------|-----------------|------------------|-------------------------|
|                                       |                 |                  |                         |
|                                       |                 |                  |                         |
|                                       |                 |                  |                         |
|                                       |                 |                  |                         |
|                                       |                 |                  |                         |

|                |  |
|----------------|--|
| Subtotal       |  |
| Tax Adjustment |  |
| Total Debit    |  |

REASON FOR CREDIT CORRECTION / ADDITIONAL REMARKS

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\_\_\_\_\_  
PREPARED BY (AUTHORIZED REPRESENTATIVE)  
Date: \_\_\_\_\_

\_\_\_\_\_  
APPROVED BY (AUTHORIZED REPRESENTATIVE)  
Date: \_\_\_\_\_

