

# DEBIT MEMO

Vendor Return & Credit Request

DEBIT MEMO #	
DATE	

VENDOR ID		ORIGINAL INV #		ORIGINAL INV DATE	
RMA #		PO REFERENCE		SHIPPING METHOD	

DEBITED TO (VENDOR)

RETURN FROM (BILL TO / SHIP TO)

ITEM / PART #	DESCRIPTION	REASON FOR RETURN	QTY	UNIT PRICE	TOTAL CREDIT

INSTRUCTIONS / NOTES:

Subtotal	
Tax / VAT	
Restocking Fee	
<b>Total Debit Credit</b>	

PREPARED BY \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_