

DEBIT MEMO / BILLING ADJUSTMENT

Discrepancy Correction Statement

Debit Invoice No:

Date of Issue:

Original Invoice No:

Original Invoice Date:

BILLING FROM (ISSUER)

BILLING TO (RECIPIENT)

DESCRIPTION OF DISCREPANCY & CORRECTION REASON	ORIGINAL AMT	CORRECTED AMT	DEBIT ADJUSTMENT

Subtotal Due	
Tax / VAT Adjustment	
Total Debit Amount	

ADJUSTMENT REMARKS / PAYMENT TERMS

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Authorized Signature (Issuer)

Acknowledgment Signature (Recipient)

Thank you for your cooperation in resolving this billing discrepancy.