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# CREDIT MEMO

Credit Memo No: \_\_\_\_\_

Date: \_\_\_\_\_

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### CUSTOMER INFORMATION

Customer Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, ST Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

### ORIGINAL INVOICE REFERENCE

Invoice No: \_\_\_\_\_

Invoice Date: \_\_\_\_\_

Customer ID: \_\_\_\_\_

P.O. Number: \_\_\_\_\_

Description of Adjustment	Qty	Unit Price	Total Credit

### REASON FOR CREDIT ADJUSTMENT

Subtotal: \_\_\_\_\_

Tax Rate (%): \_\_\_\_\_

Tax Amount: \_\_\_\_\_

**Total Credit:** \_\_\_\_\_

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PREPARED BY

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AUTHORIZED SIGNATURE