

# DEBIT MEMO

Debit Memo No:  
Date:  
Original Invoice No:  
Original Invoice Date:

<b>DEBITED TO (VENDOR)</b>	<b>ISSUED BY (BUYER)</b>

ITEM	DESCRIPTION / ADJUSTMENT REASON	QTY	UNIT PRICE	TOTAL AMOUNT

Subtotal	
Tax / VAT	
<b>Total Debit</b>	

**REASON FOR DEBIT NOTE & REMARKS**

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PREPARED BY

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