

-----  
-----  
-----  
-----

## DEBIT MEMO

Retroactive Service Billing Adjustment

Debit Memo #	
Date	
Original Invoice #	
Original Invoice Date	

### BILL TO

-----  
-----  
-----  
-----

### SERVICE LOCATION / PROJECT

-----  
-----  
-----  
-----

### REASON FOR RETROACTIVE ADJUSTMENT

-----  
-----  
-----

SERVICE DESCRIPTION / UNDERBILLED ITEM	CORRECT RATE / PRICE	ORIGINALLY BILLED	QTY / HOURS	DEBIT ADJUSTMENT
--	-------------------------	----------------------	----------------	---------------------

-----  
-----  
-----  
-----

Subtotal Adjustment

Tax / VAT Rate (\_\_\_%)

---

**Total Due (Debit)**

---

---

This invoice represents a debit adjustment for services previously underbilled. Please remit the total due within the agreed payment terms.

Thank you for your business and understanding.