

# DEBIT MEMO

RETROACTIVE SERVICE RATE ADJUSTMENT

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Debit Memo No. \_\_\_\_\_

Date \_\_\_\_\_

Original Invoice Ref \_\_\_\_\_

Original Invoice Date \_\_\_\_\_

## BILL TO

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## SERVICE DETAILS / LOCATION

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DESCRIPTION OF UNDERBILLED SERVICES	QTY / HOURS	BILLED RATE	CORRECT RATE	RATE DIFF	ADJUSTMENT AMOUNT
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Subtotal \_\_\_\_\_

Tax / VAT \_\_\_\_\_

**Total Debit Due** \_\_\_\_\_

## Reason for Adjustment / Remarks

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## Payment Instructions / Terms

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Thank you for your business and understanding regarding this adjustment.