



# DEBIT MEMO

<b>Debit Memo No.</b>	
<b>Date</b>	
<b>Orig. Invoice No.</b>	
<b>Orig. Invoice Date</b>	

**DEBIT TO (SUPPLIER)**

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**ISSUED BY (BUYER)**

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ITEM #	DESCRIPTION / REASON FOR DEBIT	QTY	UNIT PRICE	TOTAL AMOUNT

**Remarks / Special Instructions**

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Subtotal \_\_\_\_\_

Tax Rate / Tax \_\_\_\_\_

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Other  
Adjustment

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**Total Credit  
Requested**

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PREPARED BY (AUTHORIZED REPRESENTATIVE)

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APPROVED BY (SUPPLIER ACKNOWLEDGMENT)