

DEBIT NOTE

Undercharge Correction Invoice

Debit Note No:

Date:

Original Invoice No:

Original Invoice Date:

FROM

BILL TO

DESCRIPTION OF CORRECTION / DISCREPANCY	ORIGINAL AMOUNT	CORRECT AMOUNT	UNDERCHARGED DEBIT

REASON FOR ADJUSTMENT / INTERNAL REFERENCE NOTES

Subtotal Due:	
Tax / VAT Rate:	
Tax / VAT Amount:	
Total Debit Due:	

Prepared By

Authorized Signatory

Thank you for your cooperation in resolving this discrepancy.

