CREDIT MEMO

EXAMPLE ONLY: made-up names and amounts

CREDIT MEMO NUMBER
CM-2003

DATE
September 14, 2026

REFERS TO INVOICE NO.
INV-3110

REASON FOR THE CREDIT
Returned item and agreed price reduction

SELLER (FROM)

Sample Seller Inc.
100 Example Street
Sampletown

CUSTOMER (CREDITED)

Sample Customer LLC
200 Example Blvd
Demoville

DESCRIPTION	QTY	UNIT PRICE	CREDIT
USB headset (returned)	1	35.00	35.00
Agreed price reduction on invoice INV-3110	1	20.00	20.00

NOTES
Credited against invoice INV-3110.

Subtotal 55.00

TOTAL CREDITED 55.00

This credit memo lowers what the customer owes on the invoice it refers to. Keep it on file with that invoice.

Free template from makeinvoicepdf.com. Fill it in online and download a PDF at makeinvoicepdf.com/credit-note-generator/