CREDIT MEMO

CREDIT MEMO NUMBER

DATE

REFERS TO INVOICE NO.

REASON FOR THE CREDIT

SELLER (FROM)

CUSTOMER (CREDITED)

DESCRIPTION	QTY	UNIT PRICE	CREDIT

NOTES

Subtotal

Sales tax credited

TOTAL CREDITED

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

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