DEBIT NOTE

EXAMPLE ONLY: made-up names and amounts

DEBIT NOTE NUMBER
DN-0014

DATE
14 September 2026

REFERS TO INVOICE NO.
INV-0112

REASON FOR THE DEBIT
Shipping not billed on INV-0112; extra units

ISSUER (FROM)

Sample Seller Ltd
10 Example Road
Sampletown

RECIPIENT (TO)

Sample Customer Ltd
20 Example Avenue
Demoville

DESCRIPTION	QTY	UNIT PRICE	DEBIT
Shipping not billed on invoice INV-0112	1	38.00	38.00
Extra units delivered (agreed)	4	9.50	38.00

NOTES

Adds 76.00 to the balance of invoice INV-0112.

Subtotal 76.00

DEBIT TOTAL 76.00

A debit note raises the amount owed on an earlier invoice, for example after an undercharge or agreed extra costs. It works the opposite way to a credit note.

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