DEBIT NOTE

DEBIT NOTE NUMBER

DATE

REFERS TO INVOICE NO.

REASON FOR THE DEBIT

ISSUER (FROM)

RECIPIENT (TO)

DESCRIPTION	QTY	UNIT PRICE	DEBIT

NOTES

Subtotal

Tax adjustment

DEBIT TOTAL

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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