|  |  |  |
| --- | --- | --- |
|  | [Your company slogan] | Credit Memo |
| Date: [Enter a date]Credit # [100] |
| Job | [Job Description] | To | [Name][Company Name][Street Address][City, ST ZIP Code][Phone]Customer ID [ABC123] |
| Quantity | Item # | Description | Unit Price | Line Total |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | Subtotal |  |
| Sales Tax |  |
| Total |  |
| [Your Company Name][Street Address],[City, ST ZIP Code] Phone [000-000-0000]Fax [000-000-0000][e-mail] |