©GC

**Place your Logo Here**

Credit Debit Memo

Date --------------------

Memo Number -------------------

|  |  |
| --- | --- |
| * Credit | * Debit |

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| --- | --- | --- |
| Coming From  Name  Address  Telephone Number | Going to  Name  Address  Telephone Number | Invoice Number  Order Number  Salesperson |

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| --- | --- | --- | --- | --- |
| **Item Number** | **Description** | **Unit price** | **Quantity** | **Line Total** |
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| Sub Total |  |
| Sales Tax |  |
| Total Amount |  |