|  |  |  |
| --- | --- | --- |
| Credit Memo | | |
| Logo placeholder | [Your company slogan] | Date [Enter a date]  CREDIT # [100] |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [Your Company Name]  [Street Address]  [City, ST ZIP Code  Phone [000-000-0000]  Fax [000-000-0000]  [e-mail] | TO | [Name]  [Company Name]  [Street Address]  [City, ST ZIP Code]  Phone [000-000-0000]  Customer ID [ABC123] | JOB | [Job Description] |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Quantity | Item # | Description | | Unit Price | Line Total |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  | | | Subtotal | |  |
|  | | | Sales Tax | |  |
|  | | | Total | |  |