Credit Memo

This Packet Includes:
1. General Instructions & Checklist
2. Credit Memo
General Instructions & Checklist
Credit Memo

☐ This is a simple credit memo form, used when issuing a credit to a customer i.e. for incomplete shipments, for return of products, for unit price overcharge, for errors, to apply a discount etc. In effect it acts like a credit invoice.

☐ If you have a logo, you can replace the “Your Logo Goes Here” placeholder graphic with your own logo. Otherwise, you can also simply delete the placeholder graphic.

☐ Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.

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TO  
[Name of Recipient]
[Company Name]
[Street Address]
[City, State ZIP Code]
[Phone Number]
Customer ID [Customer ID #]

DATE: NOVEMBER 9, 2010
CREDIT NO. [NUMBER]

Notes:  [INSERT NOTES OR REASON FOR CREDIT]

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<th>QUANTITY</th>
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<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>LINE TOTAL</th>
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SUBTOTAL

SALES TAX

TOTAL

[Your Company Name]  [Street Address], [City, State ZIP Code]
Phone [000-000-000]  Fax [000-000-000]  [email]