

CREDIT NOTE

Credit note #: _____

Date issued: _____

Original invoice #: _____

Invoice date: _____

Issued by

Name / company: _____

Address: _____

Phone / email: _____

Credit to

Name / company: _____

Address: _____

Phone / email: _____

Reason for this credit

☐ Goods returned ☐ Damaged or faulty ☐ Overcharged ☐ Order cancelled ☐ Other

Details: _____

Description of the credited item	Qty	Unit price	Tax	Amount credited

Notes

Subtotal credited

Tax credited

Total credited

Credit applied as: ☐ Refund paid ☐ Credit on account ☐ Offset against a later invoice

Issued by (signature): _____ Approved by: _____ Date: _____

A credit note reduces what the customer owes on the invoice named above. Keep a copy with that invoice so the two records match.