

CREDIT MEMO

Invoice credit adjustment

Credit reference / number _____

Issue date _____

Original invoice number _____

Original invoice date _____

Currency _____

ISSUED BY / SUPPLIER

Name / business _____

Address _____

Contact / email / phone _____

Tax ID (if applicable) _____

ISSUED TO / CUSTOMER

Name / business _____

Address _____

Contact / email / phone _____

Tax ID (if applicable) _____

Reason for credit _____

[illegible]

Subtotal _____

Tax adjustment (enter amount) _____

Total credit _____

Invoice balance before credit _____

Amount applied to this invoice _____

Invoice balance after credit _____

Enter positive credit amounts. Tax is entered manually. Apply only the amount used to reduce the outstanding invoice balance. For an already-paid invoice, enter 0 applied and 0 balance after; record the refund or future credit below.

☐ Reduce unpaid invoice balance

[] Refund

☐ Hold as future credit

Settlement reference / status

Additional tax details / local wording (if required) _____

Issued / approved by _____ Signature _____ Date _____