CREDIT NOTE

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 ______________________

DESCRIPTION	QTY	CREDIT / UNIT	LINE AMOUNT

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 ______________________