DEBIT NOTE

Additional amount due against an issued invoice

Debit note no. ______

Date issued ______

Payment due ______

A debit note increases the amount owed on an invoice already issued. It does not replace that invoice — both documents stand together.

FROM	TO
Business name	**Customer name**
Address	**Address**
Accounts contact	**Account number**

ORIGINAL INVOICE NUMBER

ORIGINAL INVOICE DATE

ORIGINAL INVOICE AMOUNT

PURCHASE ORDER REFERENCE

REASON FOR THE ADDITIONAL CHARGE	REFERENCE	QTY	ADDITIONAL AMOUNT

Subtotal	
Tax (enter amount)	
Additional amount due	
Original invoice balance	
Additional amount due (this note)	
New balance owing	

EXPLANATION / SUPPORTING REFERENCE

PAYMENT INSTRUCTIONS

Issued by

Date