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Credit Memo

This Packet Includes:

- 1. General Instructions & Checklist
- 2. Credit Memo

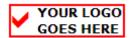
General Instructions & Checklist Credit Memo

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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CREDIT MEMO

DATE: NOVEMBER 9, 2010

CREDIT NO. [NUMBER]

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

Notes: [INSERT NOTES OR REASON FOR CREDIT]

QUANTITY	ITEM #	DESCRIPTION	UNIT PRICE	LINE TOTAL
SUBTOTAL				
SALES TAX				
			TOTAL	