

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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DATE: NOVEMBER 9, 2010
CREDIT NO. [NUMBER]

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

[Your Company Name] [Street Address], [City, State ZIP Code]
Phone [000-000-000] Fax [000-000-000] [email]