

# CREDIT/DEBIT MEMO

NO  
DATE

CUSTOMER ADDRESS CITY TELEPHONE	STATE	ZIP	—
--	-------	-----	---

**CREDIT**

**DEBIT**

CUSTOMER ORDER NUMBER	OUR INVOICE NUMBER	SALESPERSON AND #	METHOD OF PAYMENT
DATE ORDERED	DATE SHIPPED	SHIPPED VIA	<input type="checkbox"/> CASH <input type="checkbox"/> CREDIT CARD <input type="checkbox"/> COD <input type="checkbox"/> INVOICE <input type="checkbox"/> OTHER _____
TERMS			

QUANTITY	STOCK NUMBER	ITEM DESCRIPTION	UNIT PRICE	TOTAL

REASON FOR ADJUSTMENT

SUBTOTAL
SALES TAX
FREIGHT
TOTAL

Your account has been adjusted by the amount listed above.

Please credit this amount towards your next purchase.

Please apply this credit towards your next payment.

***THANK YOU***