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| --- |
| **Date:** |

# CREDIT MEMO

**Bill to: Ship to:**

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| --- | --- | --- | --- | --- |
| ADDRESS: | | ADDRESS: | | |
| CITY: | | CITY: | | |
| STATE/PROVINCE:  ZIP/POSTAL CODE: | | STATE/PROVINCE:  ZIP/POSTAL CODE: | | |
| PHONE:  EMAIL: | | PHONE:  EMAIL: | | |
| CUSTOMER ID/INVOICE NUMBER: | | | | TERMS: |
| REASON FOR CREDIT: | | | | |
| APPROVED BY: DATE: | | | | |
| APPROVED BY: DATE: | | | | |
| P.O./ORDER # | DATE: | | INTERNAL BILLING # | |

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| --- | --- | --- | --- | --- | --- |
| **INVOICE** | **ITEM** | **QTY** | **DESCRIPTION** | **PRICE** | **TOTAL** |
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| **Total Amount of Credit** | | | | | **R** |