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CREDIT NOTE

CREDIT NOTE NO.	DATE ISSUED	ORIGINAL INVOICE NO.	INVOICE DATE	CUSTOMER ACCOUNT

ISSUED TO

Customer

Company

Address

Phone / email

FROM

Business

Address

Phone / email

Tax ID / VAT no.

Description of credited item or service	Reason	Qty	Unit price	Credit

Subtotal	
Tax rate (%)	
Tax credited	
Total credit	

How this credit is settled

❑ Refunded to original payment method ❑ Applied against the original invoice ❑ Held on account for future purchases

Refund amount / date

Refund method / reference

Remaining balance on invoice

Balance due by

NOTES

Authorised by (print name)

Signature

Date

This credit note reduces the amount owed on the invoice referenced above. Keep it with the original invoice for your records.