Credit Note

FROM

Your business name

Street address

City, State ZIP

Email

Phone

Tax ID, VAT or GST number, if you are registered

CREDIT TO

Client name

Attention: contact name

Street address

City, State ZIP

Email

Credit note no.	
Date	
Original invoice no.	
Original invoice date	

Say in one sentence why you are issuing this credit note

Description	Qty	Rate	Credit
		Subtotal credited	
		Tax credited (_____%)	
		Total credit	

Effect on the invoice

Original invoice total	
This credit note	

Amount now due on the invoice	

[Say if the credit is refunded or taken off a future invoice]