[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Credit Note

Reducing what a customer owes: the original invoice, the items or amounts credited, and the reason for the credit.

Credit note details

Credit note number: _____

Date: _____

Customer: _____

Customer address: _____

Original invoice number: _____

Original invoice date: _____

Items and amounts credited

(1) Description: _____ **Quantity:** _____ **Unit price:** _____ **Amount credited:** _____

(2) Description: _____ **Quantity:** _____ **Unit price:** _____ **Amount credited:** _____

(3) Description: _____ **Quantity:** _____ **Unit price:** _____ **Amount credited:** _____

(4) Description: _____ **Quantity:** _____ **Unit price:** _____ **Amount credited:** _____

(5) Description: _____ **Quantity:** _____ **Unit price:** _____ **Amount credited:** _____

Total credited: _____

Total amount credited: _____

Amount in words: _____

Reason for credit: _____

Credit applied to: _____

Terms

1. This credit note reduces the amount due on the original invoice by the total shown above.
2. Keep this credit note with the original invoice for your records.
3. Any balance still due after this credit is shown on the next statement.

Authorisation

Authorised by: _____

Signature and date: _____

Check before sending

[ ] The original invoice number and date match the invoice being credited.

[ ] The items credited and the total agree with the reason for credit.

[ ] A copy of the credit note is filed with the original invoice and the customer record.