[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.

Debit Note

Charging an extra amount: the original invoice, the items or amounts debited, and the reason for the debit.

Debit note details
Debit note number: _____
Date: _____
Issued to: _____
Original invoice number: _____
Original invoice date: _____

Issued to
[ ] Supplier **[ ]** Customer

Items and amounts debited
(1) Description: _____ **Quantity:** _____ **Unit price:** _____ **Amount debited:** _____
(2) Description: _____ **Quantity:** _____ **Unit price:** _____ **Amount debited:** _____
(3) Description: _____ **Quantity:** _____ **Unit price:** _____ **Amount debited:** _____
(4) Description: _____ **Quantity:** _____ **Unit price:** _____ **Amount debited:** _____
(5) Description: _____ **Quantity:** _____ **Unit price:** _____ **Amount debited:** _____
Total debited: _____
Total amount debited: _____
Amount in words: _____
Reason for debit: _____
Debit applied to: _____

Terms
1. This debit note increases the amount due on the original invoice by the total shown above.
2. Keep this debit note with the original invoice for your records.
3. Payment is due by the date shown on the next statement.

Authorisation
Authorised by: _____
Signature and date: _____

Check before sending
[ ] The original invoice number and date match the invoice being debited.
[ ] The items debited and the total agree with the reason for debit.
[ ] A copy of the debit note is filed with the original invoice and the supplier or customer record.