

Credit Memo

Date _____

Bill to:

Ship to:

ADDRESS:		ADDRESS:	
CITY:	STATE:	ZIP:	CITY: STATE: ZIP:
PHONE:		PHONE:	
CUSTOMER ID:			TERMS:
REASON FOR CREDIT:			
APPROVED BY:		DATE:	
APPROVED BY:		DATE:	
P.O./ORDER #	DATE:	INTERNAL BILLING #	

Invoice	Item	Quantity	Description	Price	Total
Total Amount of Credit				\$	