

Credit Invoice

Your Company Name

123 Main Street
City, State ZIP
Phone: (123) 456-7890
Email: info@yourcompany.com

Invoice #: CI-2024-0021

Date: 2024-06-15

Due Date: 2024-06-30

Billed To:

Client Company Name
789 Client Ave
City, State ZIP
Contact: John Doe
Email: client@email.com

Credit Items

Description	Quantity	Unit Price	Amount
Returned Product A	3	\$60.00	\$180.00
Adjustment for Overcharge	1	\$50.00	\$50.00
Promotional Credit	1	\$20.00	\$20.00

Subtotal: \$250.00

Tax (0%): \$0.00

Total Credit: **\$250.00**

Important Notes

- This is a credit invoice issued for returned items and adjustments.
- A credit invoice reduces the original invoice amount or provides a refund.
- Retain this document for future reference and accounting purposes.
- Contact accounts@yourcompany.com for any queries regarding this credit invoice.
- Reference the original invoice number if communicating about this credit.