

# 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.