

Debit Note

Debit Note No: DN-0001
Date of Issue: 2024-06-10

Supplier:
ABC Supplies Pvt. Ltd.
123 Market Street,
City, State ZIP

Reference Invoice: INV-0150
Due Date: 2024-06-30

Customer:
XYZ Enterprises Ltd.
456 Industrial Drive,
City, State ZIP

Debit Note Details

#	Description	Quantity	Unit Price	Amount
1	Adjustment for Overcharged Item A	10	100.00	1,000.00
2	Return of Defective Items	2	250.00	500.00
Total				1,500.00

Payment Terms

Payment is due within 20 days from the date of issue of this debit note. Please adjust the above total amount against our future invoices or make direct payment to the specified bank account details.

Important Notes

- This debit note serves as a request to adjust excess or erroneous charges in prior invoices.
- Kindly verify all details and inform us of any discrepancies within 7 days.
- Retention of this document is recommended for your accounting and GST purposes.
- Contact our accounts department in case of queries regarding the adjustment or payment.