

# ABC Trading Company Ltd.

1234 Market Street  
London, UK EC4A 2DS  
Tel: +44 20 1234 5678  
Email: info@abctrading.com

## DEBIT NOTE

Debit Note No.: **DN-2024-0456**

Date: **2024-06-10**

**To:**

XYZ Imports Ltd.  
75 King Street,  
Manchester, UK M2 4NH  
Contact: Mr. John Smith  
Email: john.smith@xyzimports.com

**Reference:**

Invoice No.: INV-2024-0378  
Invoice Date: 2024-05-30  
Purchase Order: PO-0921

#	Description of Goods / Services	Quantity	Unit Price	Amount
1	Product Return: Model XZ-100 (Defective units batch #B0512)	12	£150.00	£1,800.00
2	Short Shipment Adjustment	-	£320.00	£320.00
3	Overbilling Correction	-	£45.50	£45.50

**Subtotal:** £2,165.50

**VAT (20%):** £433.10

**Total Amount Due:** £2,598.60

**Important Notes:**

- This debit note serves as a request for payment adjustment due to returns or errors.
- Reference the corresponding invoice and purchase order for clarity.
- Settlement should be made within agreed payment terms to avoid delay in account reconciliation.
- Please contact our accounts department for any queries regarding this document.
- This is not a tax invoice, but a supporting document for financial records.