

ABC Trading Company Ltd.

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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.