

Debit Note

From:

ABC Corporation Ltd.
123 Main Ave, Suite 400
Metropolis, AB 12345
Phone: (123) 456-7890
Email: accounts@abccorp.com

To:

XYZ Enterprises
789 Central St, 2nd Floor
Gotham, XY 67890
Phone: (987) 654-3210
Email: billing@xyzenterprises.com

Debit Note No: DN-2024-012**Date:** 2024-06-15**Reference:** INV-56789

Details of Debit

#	Description	Qty	Unit Price	Amount
1	Product Return (Invoice INV-56789)	10	150.00	1,500.00
2	Restocking Fee	1	50.00	50.00
Total Amount				1,550.00

Reason for Debit Note:

Returned goods and restocking fee as per agreed terms.

Payment Due: 2024-07-15**Payment Reference:** DN-2024-012

Authorised Signatory

Important Notes:

- This debit note serves as a formal notification for the amount payable by the recipient.
- Always cross-check original invoice references and reasons for debit to avoid disputes.
- Retain this document for your accounting and audit purposes.
- Payment should be made by the due date mentioned above.
- Contact the issuer immediately in case of discrepancies.