

# Credit Note

**Issued By:**  
ABC Pvt. Ltd.  
123 Elm Street,  
Metro City, 20010  
GSTIN: 21AAAAA1234A1ZB  
Phone: (012) 345-6789

**Issued To:**  
XYZ Traders  
78 Market Road,  
Central Town, 500088  
GSTIN: 29BBBBB5678B2CD  
Phone: (098) 765-4321

**Credit Note No:** CN/2024/1023  
**Date:** 06 June 2024

**Original Invoice No:** INV/2024/0556  
**Invoice Date:** 01 June 2024

#	Description	HSN/SAC	Qty	Unit Price	Taxable Value	GST (%)	GST Amt.	Total
1	Office Chair (Adjustment - Qty Error)	9401	2	â,12,500.00	â,15,000.00	18	â,1900.00	â,15,900.00
2	Freight Charges (Overcharged)	9965	-	â,1500.00	â,1500.00	18	â,190.00	â,1590.00
					â,15,500.00		â,1990.00	â,16,490.00

**Reason for Credit Note:**  
Qty of Office Chair was inadvertently billed extra. Freight charges also overbilled as per mutual agreement.

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Authorised Signatory  
(ABC Pvt. Ltd.)

- Important Notes:**
- This Credit Note is issued for adjustment purposes against the above-referenced invoice.
  - Amount credited will be adjusted in subsequent payments or as agreed with the customer.
  - Kindly keep this document for future audits and account reconciliation.
  - Disputes, if any, should be reported within 7 days.