

# 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	₹12,500.00	₹15,000.00	18	₹1900.00	₹15,900.00
2	Freight Charges (Overcharged)	9965	-	₹1500.00	₹1500.00	18	₹190.00	₹1590.00
					₹15,500.00		₹1990.00	₹16,490.00

**Reason for Credit Note:**

Qty of Office Chair was inadvertently billed extra. Freight charges also overbilled as per mutual agreement.

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.