

CREDIT NOTE

For Payment Refund

Credit Note No: CN-2024-101

Date: 2024-06-13

Ref. Invoice No: INV-2024-055

Payment Method: Bank Transfer

Issued To:

John Doe
ATTN: Accounts Payable
123 Main Street
New York, NY 10001
USA

Issued By:

Acme Services Ltd.
456 Commerce Ave
London EC1A 1AA
United Kingdom

Description	Qty	Unit Price	Amount
Refund for Overpayment (Invoice INV-2024-055)	1	\$500.00	\$500.00
Bank Charges Reversal	1	\$15.00	\$15.00
Total Refund \$515.00			

Total Amount Refunded (in words): Five Hundred Fifteen Dollars Only.

Authorized Signature

Date: 2024-06-13

Received By

Date: _____

Important Notes:

- This credit note documents a payment refund processed to the customer.
- It should always reference the original invoice and indicate refund reasons clearly.
- The credit note can be used for accounting reconciliation and audit purposes.
- Retain copies of all supporting documents (e.g., original invoice, bank statement).
- This document is not valid for claiming additional goods or services.