

Credit Note

Company Name: Example Corp
Address: 123 Main Street, City, Country
Phone: +1 234 567 890
Email: info@example.com
Credit Note No: CN-2024-001
Date: 2024-06-01
Reference Invoice: INV-2024-1003

Billed To: ABC Trading Co.
789 Elm Ave
City, Zip Code
Contact: Mr. John Doe

| # | Description | Qty | Unit Price | Amount |
|---|---------------------|-----|------------|--------|
| 1 | Returned Item A | 5 | 100.00 | 500.00 |
| 2 | Discount Adjustment | 1 | 50.00 | 50.00 |

Subtotal 550.00
Tax (0%) 0.00
Total Credit 550.00

Reason for Credit:
Goods returned due to damage, discount granted as per agreement.

- Important Notes:**
- This credit note acts as a legal document for reducing the amount receivable from the customer.
 - Reference to the original invoice is mandatory for proper accounting.
 - Ensure all details and reasons for issuing credit are clearly stated and accurate.
 - Retain this document for accounting and audit purposes.
 - For any queries, please contact the accounts department.