

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.