

Debit Note

For Supplier Expense Correction

From (Your Company):

XYZ Corporation Ltd.
123 Business Ave,
CityName, Country
GSTIN: 22AAAAA0000A1Z5
Email: info@xyzcorp.com
Phone: +1-234-567-8901

To (Supplier):

ABC Traders
45 Market Street,
SupplierTown, Country
GSTIN: 33BBBBB1111B2Z6
Email: supplier@abctraders.com
Phone: +1-345-678-9012

Debit Note No: DN/2024/056

Date: 2024-06-22

Reference Invoice No: INV/2024/292

Particulars

| # | Description of Expense Correction | Original Amount | Correction (+/-) | Amount Debited |
|----------------------|--|-----------------|------------------|----------------|
| 1 | Overcharged freight on shipment INV/2024/292 | 200.00 | -50.00 | 50.00 |
| 2 | Excess packaging charges billed | 150.00 | -30.00 | 30.00 |
| Total Amount Debited | | | | 80.00 |

Reason for Debit Note

This debit note is issued to correct overbilled expenses in the above reference invoice. Kindly adjust the amount against your account accordingly.

Authorized Signatory

Name: A. Manager
Date: 2024-06-22

Important Notes:

- This Debit Note should be referenced in all related correspondence and settlement.
- Debit Notes are issued for correcting errors or overcharges found post-invoice.
- The supplier should acknowledge receipt and reconcile the correction in their accounts.
- Retain a signed copy for your accounting records and audit trail.
- Contact your accounts team if clarification is required regarding specific corrections.