

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.