

Debit Note Ledger Invoice

Document No: DN-2024-117

Issued By:

Acme Trading Co.
789 Madison Ave, Floor 4
New York, NY 10021
Phone: +1 212-123-4567
Email: accounts@acmetrading.com

Issued To:

Beta Distributors LLC
55 Green Lane, Suite 102
Brooklyn, NY 11211
Phone: +1 347-888-2222
Email: payments@betadistributors.com

Date: 2024-06-29

Reference Invoice: INV-2036-58

Due Date: 2024-07-15

Reason for Debit Note:

Additional charges for short shipment adjustment and previously omitted service fee.

SL No.	Description	Quantity	Unit Price	Amount
1	Restocking Fee (Order #4586)	1	150.00	150.00
2	Short Shipment Adjustment	8	35.00	280.00
3	Omitted Service Fee (May 2024)	1	45.00	45.00

Subtotal 475.00

Tax (5%) 23.75

Total Amount 498.75

Payment Instructions:

Please remit the amount to the bank account on file within 15 days of document date. Reference the Debit Note number in your transaction.

Important Notes:

- A Debit Note is issued to notify the recipient of a debited amount for adjustments or additional charges.
- This document serves as formal proof and request for account adjustment.
- Verify all details and contact the issuer in case of discrepancies.
- Prompt payment ensures uninterrupted business relations.
- This is not a tax invoice but a supporting document for accounting purposes.