

Credit Note Ledger

Credit Note Number

CN-2024-001

Date

Customer Name

Enter Customer Name

Customer Address

Enter Address

Reference Invoice No.

INV-2024-053

Reference Date

Details

Sl. No.	Description	Qty	Unit Price	Amount
1	Product/Service Name	0	0.00	0.00
2				
3				
Total				0.00

Remarks / Reason

Enter reason for issuing credit note

Authorized Signature

Name / Signature

Designation

Enter Designation

Important Notes

- This credit note serves as a legal document for reversing, correcting or adjusting previously issued invoices.
- All details entered must match the original transaction records for accuracy and compliance.
- Always state the reference invoice number and the clear reason for issuing the credit note.
- Retain a copy of every issued credit note for audit and future reference.
- Ensure credit notes are authorized and dated properly before sharing with the customer.