

Debit Note Statement

From:

Sunrise Enterprises
45 Industrial Lane
Cityville, 10001
Email: info@sunrise.com

To:

Moonlight Traders
76 Commerce Road
Metrotown, 15002
Email: billing@moonlight.com

Debit Note No: DN-2024-1583

Date: 10 June 2024

Reference: INV-2024-2211

Details of Debit

#	Description	Quantity	Unit Price	Amount
1	Product Returned: Office Chair (Model X210)	3	120.00	360.00
2	Damaged While Transit - Table Lamp (Code L23)	5	25.00	125.00
Total:				485.00

Amount in Words:

Four Hundred Eighty-Five Only

Reason for Debit:

Return of goods and damages as per above details.

Authorized Signature:

Important Notes:

- This debit note must be acknowledged upon receipt.
- It serves as an intimation for debit entries in your account as per above transactions.
- Please address any queries regarding this debit note within 7 days.
- Settlement of this debit note is subject to contract terms agreed between both parties.
- Retain this statement for your accounting and reconciliation records.