

ABC Trading Pvt. Ltd.

456 Market Avenue,
Springfield, Country 12345

GSTIN: 12ABCDE3456F7Z8

Phone: (123) 456-7890

Email: info@abctrading.com

Debit Note No: DN/2024/016

Date: 06/06/2024

Original Invoice No: INV/2024/203

Original Invoice Date: 02/06/2024

To:

XYZ Distributors
789 Supply Road,
Riverside, Country 56789
GSTIN: 99WXYZ1234P8Q7
Phone: (987) 654-3210
Email: xyzdistributors@email.com

Reason for Debit Note: Short delivery and damaged goods in original invoice.

S/N	Description	Qty	Unit Price	Amount
1	Item A (Short Delivered)	10	120.00	1,200.00
2	Item B (Damaged)	5	200.00	1,000.00

Subtotal 2,200.00

GST @ 5% 110.00

Total Amount 2,310.00

Amount in Words: Two Thousand Three Hundred Ten Only

Remarks:

Kindly adjust the above amount against your account accordingly.

Authorized Signature

Important Notes:

- This Debit Note is issued as a formal claim against the supplier's previous invoice.
- Used for shortages, damaged goods, or pricing errors in received goods.
- Adjustments should be settled in future transactions or credit notes.
- Both parties should retain copies for accounting and tax purposes.
- GST (if applicable) is to be accounted as per relevant regulations.