

CREDIT NOTE

From

Freelancer Name

Freelance Business Name

Address Line 1

Address Line 2

City, State ZIP

Email: freelancer@email.com

Phone: +1 234 567 8900

To

Client Company Name

Contact Person

Address Line 1

Address Line 2

City, State ZIP

Email: client@email.com

CREDIT NOTE NUMBER: CN-2024-001 DATE: 2024-07-01

Original Invoice #: INV-2024-015 Invoice Date: 2024-06-10

Reason: Overpayment / Service Error / Discount Adjustment

Description	Qty	Unit Price	Credit Amount
Adjustment for Invoice #INV-2024-015	1	500.00	500.00
Total Credit USD 500.00			

Authorized Signature

Date: 2024-07-01

- A Credit Note is issued to rectify invoice errors, provide refunds, or offer discounts post-invoice.
- This document should reference the affected invoice and specify the reason for the credit.
- Both freelancer and client should keep this credit note for their accounting records.
- Amounts on this credit note should be subtracted from the client's payable or added to their credit balance.
- Ensure all details and calculations are accurate for legal and tax purposes.