

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.