

# Global Trading Co. Ltd.

123 Commerce Street  
Cityville, Country 12345  
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Email: info@globaltrading.com

## Credit Note

Invoice Ref: INV-10245

### Issued To

ABC Importers Pvt Ltd.

56 Avenue Park  
Metropolis 50001  
Countryland

### Credit Note No.

CN-2024-0159

### Date of Issue

2024-06-14

No.	Description	Quantity	Unit Price	Amount	Reason
1	LED Television 42" Model ZX	5	370.00	1,850.00	Item returned, defective
2	Bluetooth Speaker Model BSX2	10	45.00	450.00	Price adjustment
3	Shipping Adjustment	1	55.00	55.00	Overcharged

**Subtotal** 2,355.00

Tax (0%) 0.00

**Total Credit Amount** 2,355.00

Authorized Signature

### Important Notes

- A Credit Note serves as a legal document for adjusting or canceling part or all of an invoice.
- Keep this document for your records and reference in case of any queries or audits.
- The Credit Note number must be quoted against future correspondence or settlement.
- Original invoice reference is essential for cross-verification.
- If a payment had already been made for the invoiced goods/services, this amount can be set against future purchases or refunded as per terms.