

Global Trading Co. Ltd.

123 Commerce Street
Cityville, Country 12345
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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.