

CREDIT NOTE

Issued By:

ABC Supplies Ltd.

123 Main Street
Cityville, 12345
Email: info@abcsupplies.com
Phone: +1 555-1234

Issued To:

XYZ Traders

456 Market Road
Townford, 54321
Email: accounts@xyztraders.com

Credit Note No: CN-2024-0051

Date: 2024-06-15

Original Invoice: INV-2024-0201

Details

#	Description	Qty	Unit Price	Amount
1	Returned: Office Desk Chair	2	120.00	240.00
2	Pricing Adjustment	1	30.00	30.00
Total Credit 270.00				

Reason for Credit:

Customer return due to product defect and price adjustment.

Authorized by: Jane Smith

Position: Accounts Manager

Important Notes:

- This credit note should be referenced in all related correspondence.
- Credit can be applied to future invoices or refunded as per your agreement.
- Any discrepancies must be reported within 7 days of issue.
- This document does not serve as a receipt of payment.