

Debit Note

Debit Note No.: **DN-00023**
Date: **2024-05-01**
Your Company Name
123 Main Street
City, ZIP
Phone: 123-456-7890
Email: info@yourcompany.com

Billed To:

Client Name
Client Address
City, ZIP
Phone: 987-654-3210
Email: client@email.com
Reference Invoice No.: **INV-0456**
Reference Date: **2024-04-18**

#	Description of Goods/Services	Qty	Unit Price	Amount
1	Chemical Supplies - Correction	10	50.00	500.00
2	Logistics (Short Supply)	1	150.00	150.00
Total				650.00

Reason for Debit Note: Correction in the previously issued invoice (short supply received & additional charges).

Important Notes:

- A debit note indicates an increase in amount payable due to adjustments or corrections.
- This document is generally issued by the buyer to the seller/requesting additional debit.
- It should always refer to the original invoice it is associated with.
- The reason for a debit note must be clearly stated for transparency and record keeping.
- Retain this debit note for both accounting and tax purposes.