

Standard Invoice for Debit Note

From:

ABC Supplies Ltd.

123 Main Street
City, State ZIP
Country
Phone: (123) 456-7890
Email: info@abcsupplies.com

To:

XYZ Retailers Inc.

456 Commerce Road
City, State ZIP
Country
Phone: (987) 654-3210
Email: contact@xyzretailers.com

Invoice No.: DN-2024-001
Date: 2024-06-19
Reference: PO #56789
Due Date: 2024-06-30

Debit Note Details

#	Description	Quantity	Unit Price	Amount
1	Incorrectly billed items (Ref: INV-11234)	5	\$100.00	\$500.00
2	Overcharged Shipping Fee	1	\$50.00	\$50.00
Total				\$550.00

Reason for Debit Note

This debit note is issued for wrongly invoiced quantities as well as overcharged shipping fees, as referenced in the above details.

Important Notes:

- A Debit Note serves as a formal request to correct an invoice or adjust previous charges.
- This document should be referenced in future correspondence and settlements.
- All supporting documents (proof of error, original invoice) should be attached or available on request.
- Settlement of this debit note should be made by the due date to avoid discrepancies.
- Contact the issuing party promptly for any queries or disputes.