# **Credit note template**

# <Company name>

<123 Brooklyn street, City, State, <Zip/Post>

<Website, Email Address>

<Phone number>

BILLED TO SHIP TO

<Contact name> <Name/ Dept>

<Client company name> <Client company name>

<Address> <Address>

<Phone, Email> <Phone>

| Product ID | | | Description | QTY | | | UNIT PRICE | TOTAL | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | |  |  | | |  |  | |
|  | | |  |  | | |  | 0.00 | |
|  | | |  |  | | |  | 0.00 | |
|  | | |  |  | | |  | 0.00 | |
|  | | |  |  | | |  | 0.00 | |
|  | | |  |  | | |  | 0.00 | |
|  | | |  |  | | |  | 0.00 | |
|  | | |  |  | | |  | 0.00 | |
|  | | |  |  | | |  | 0.00 | |
|  | | | | SUBTOTAL | | |  | 0.00 | |
|  | | | | DISCOUNT | | |  | 0.00 | |
| VAT TAX | | |  | 0.00 | |
| SALES TAX | | |  |  | |
| SHIPPING/ HANDLING | | |  | 0.00 | |
|  | | | | **TOTAL DUE** | | |  | $ | |