# **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** |  | $ |