

**YOUR LOGO
HERE**

[Your company slogan]

Credit Memo

Date:

Job [Job Description]

To

Credit # [100]
[Name]
[Company Name]
[Street Address]
[City, ST ZIP Code]
[Phone]
Customer ID [ABC123]

Quantity	Item #	Description	Unit Price	Line Total

Subtotal	
Sales Tax	
Total	

[Your Company Name] [Street Address],[City, ST ZIP Code] Phone [000-000-0000] Fax [000-000-0000] [e-mail]