[Company name]

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Credit Note

Reducing what a customer owes: the original invoice, the items or amounts credited, and the reason for the credit.

Credit note details

Credit note number	**[Credit note number]**
Date	**[DD Month YYYY]**
Customer	**[Customer name]**
Customer address	**[Customer address]**
Original invoice number	**[Original invoice number]**
Original invoice date	**[DD Month YYYY]**

Items and amounts credited

Description	Quantity	Unit price	Amount credited
Total credited			

[Company name]

Total amount credited	[Currency] [Amount]
Amount in words	**[Amount in words]**
Reason for credit	**[Reason for credit]**
Credit applied to	**[Account or invoice]**

Terms

1. This credit note reduces the amount due on the original invoice by the total shown above.

2. Keep this credit note with the original invoice for your records.

3. Any balance still due after this credit is shown on the next statement.

Authorisation

Authorised by	[Name and role]
Signature and date	

Check before sending

Done	Check
	The original invoice number and date match the invoice being credited.
	The items credited and the total agree with the reason for credit.
	A copy of the credit note is filed with the original invoice and the customer record.