[Company name]

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Debit Note

Charging an extra amount: the original invoice, the items or amounts debited, and the reason for the debit.

Debit note details

Debit note number	**[Debit note number]**
Date	**[DD Month YYYY]**
Issued to	**[Supplier or customer name]**
Original invoice number	**[Original invoice number]**
Original invoice date	**[DD Month YYYY]**

Issued to

	Supplier		Customer

Items and amounts debited

Description	Quantity	Unit price	Amount debited

[Company name]

Total debited			

Total amount debited	**[Currency] [Amount]**
Amount in words	**[Amount in words]**
Reason for debit	**[Reason for debit]**
Debit applied to	**[Account or invoice]**

Terms

1. This debit note increases the amount due on the original invoice by the total shown above.

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

3. Payment is due by the date 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 debited.
	The items debited and the total agree with the reason for debit.
	A copy of the debit note is filed with the original invoice and the supplier or customer record.