Credit Memo

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Street Address] | |  | CREDIT NO. | [100] | |
| [City, ST ZIP Code] | |  | DATE | July 30, 2010 | |
| [Phone] [Fax] | | CUSTOMER ID | | [ABC12345] | |
| [e-mail] | |  | |  |  |
|  | | | | | |
| **TO** | [Name] | | **JOB** | [Job Description] | |
|  | [Company Name] | |  |
|  | [Street Address] | |  |
|  | [City, ST ZIP Code] | |  |
|  | [Phone] | |  |

**Company Name**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **QUANTITY** | **ITEM #** | | **DESCRIPTION** | | | | **UNIT PRICE** | | **LINE TOTAL** |
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|  | |  | |  | |  | | **SUBTOTAL** |  |
|  | |  | |  | |  | | **SALES TAX** |  |
|  | |  | |  | |  | | **TOTAL** |  |