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| Logo placeholder | Credit Memo |
| [Your company slogan]JOB [Job description] | Date: [Enter date]CREDIT NO. [100] |
|  TO | [Name][Company Name][Street Address][City, ST ZIP Code][Phone]Customer ID [ABC12345] |  |

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| Quantity | Item # | Description | Unit Price | Line Total |
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|  | Subtotal |  |
| Sales Tax |  |
| Total |  |

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