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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]