

# CREDIT MEMO

Date: January 20, 2015  
Credit # [100]

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

JOB: [Job description]

TO: [Name]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]  
[Phone]  
Customer ID [ABC12345]

QUANTITY	ITEM #	DESCRIPTION	UNIT PRICE	LINE TOTAL

Subtotal	
Sales Tax	
Total	

**YOUR LOGO  
HERE**

*[Your company slogan]*