

CREDIT MEMO

SAMPLE — fictional names and figures, for illustration only

FROM (SELLER)

Example Supplies Inc.

100 Sample Avenue

Exometown

CREDIT TO (CUSTOMER)

Demo Retail LLC

200 Placeholder Blvd

Testville

CREDIT MEMO NO.
CM-1001

DATE ISSUED
September 15, 2026

ORIGINAL INVOICE NO.
INV-2045

REASON FOR CREDIT
Returned item and agreed price
adjustment

DESCRIPTION	QTY	UNIT PRICE	CREDIT
Wireless keyboard (returned)	1	40.00	40.00
Price adjustment on invoice INV-2045 (agreed)	1	15.00	15.00

NOTES

Credit applied against invoice INV-2045.

Subtotal 55.00

TOTAL CREDIT 55.00

A credit memo reduces the amount the customer owes on the referenced invoice. Keep it with the original invoice.