

CREDIT NOTE

SAMPLE — fictional names and figures, for illustration only

FROM (SELLER)

Example Supplies Ltd

1 Sample Street

Exemptown

CREDIT TO (CUSTOMER)

Demo Retail Co.

2 Placeholder Road

Testville

CREDIT NOTE NO.
CN-0012

DATE ISSUED
15 September 2026

ORIGINAL INVOICE NO.
INV-0048

REASON FOR CREDIT
2 lamps returned damaged; delivery
refunded

DESCRIPTION	QTY	UNIT PRICE	CREDIT
Desk lamp (returned, damaged)	2	25.00	50.00
Delivery charge refund	1	10.00	10.00

NOTES

Credit applied against invoice INV-0048.

Subtotal 60.00

TOTAL CREDIT 60.00

A credit note reduces the amount owed on the referenced invoice. Keep both documents together for your audit trail.