

DEBIT NOTE

SAMPLE — fictional names and figures, for illustration only

FROM (ISSUER)

Example Supplies Ltd

1 Sample Street

Exampletown

TO (COUNTERPARTY)

Demo Retail Co.

2 Placeholder Road

Testville

DEBIT NOTE NO.
DN-0007

DATE ISSUED
15 September 2026

ORIGINAL INVOICE NO.
INV-0057

REASON FOR DEBIT
Freight left off invoice INV-0057; extra
units

DESCRIPTION	QTY	UNIT PRICE	DEBIT
Freight charge omitted from invoice INV-0057	1	45.00	45.00
Additional units delivered (agreed)	3	12.00	36.00

NOTES

Adds 81.00 to the amount due on invoice

INV-0057.

Subtotal 81.00

TOTAL DEBIT 81.00

A debit note INCREASES what the counterparty owes (undercharge, agreed extra costs) — the mirror image of a credit note.