

DEBIT NOTE

FROM (ISSUER)

TO (COUNTERPARTY)

DEBIT NOTE NO.

DATE ISSUED

ORIGINAL INVOICE NO.

REASON FOR DEBIT

DESCRIPTION	QTY	UNIT PRICE	DEBIT

NOTES

Subtotal

Tax adjustment

TOTAL DEBIT

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