CREDIT NOTE

FILLABLE, AUTO-CALCULATING - CREDIT AGAINST A PRIOR INVOICE

YOUR BUSINESS

CREDIT NOTE #

DATE

AGAINST INVOICE #

REASON CODE

CREDIT TO

ORIGINAL INVOICE DATE

BILLING CONTACT

APPROVED BY

YOUR TAX ID

ITEM CREDITED / REASON	QTY	UNIT PRICE	CREDIT AMOUNT

NOTES

This credit reduces the referenced invoice's balance, or is applied to your next invoice if that one is already paid.

REFUND METHOD

Credited against the referenced invoice unless a refund is requested.

CREDIT SUBTOTAL

TAX RATE %

TAX CREDITED

TOTAL CREDIT ISSUED

Pro tip: never edit a sent invoice to fix an error - issue a credit note instead, so your numbering and tax records stay audit-clean.