Credit note template downloaded free of charge from goingfreelance.com

|  |  |  |
| --- | --- | --- |
| CREDIT NOTE[Customer Name][Customer Address 1][Customer Address 2][Customer Town][Customer City][Customer Postcode] | Date: 1st October 2012Credit Note Number:CN-0001VAT Number: GB12345678 | [Your Company Name][Address 1][Address 2][City][Town][Postcode] |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Quantity** |  | **Price**  | **Amount** |
| Faulty Widgets on Invoice INV-0001 | 2 |  | 10.00 | 20.00 |
| Service One - Partial Refund (Hours) | 3 |  | 40.00 | 120.00 |
|  | Subtotal | 140.00 |
|  | **TOTAL** | **140.00** |

*Thank you for your custom*

CREDIT ADVICE

|  |  |
| --- | --- |
| To: [Your Company Name] [Address 1] [Address 2] [City] [Town] [Postcode] | Customer: [Customer Name]Credit Note #: CN-0001Amount: 140.00 |

**Please deduct this credit from your next payment to us.**