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 2012  Credit Note Number:  CN-0001  VAT 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-0001 Amount: 140.00 |

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