YOUR LOGO HERE

CREDIT MEMO

[Your Company Name]

[Your Company Slogan]

CREDIT NO. [100]
DATE: NOVEMBER 9, 2009

[Street Address], [City, ST ZIP Code]
Phone [000.000.0000] Fax [000.000.0000]
[e-mail]

TO [Name]
[Company Name]
[Street Address]
[City, ST ZIP Code]
[Phone]
Customer ID [ABC12345]

JOB [Job Description]

QUANITY	ITEM #	DESCRIPTION	UNIT PRICE	LINE TOTAL
			SUBTOTAL	
			SALES TAX	
			TOTAL	