|  |  |
| --- | --- |
| Company NameCOMPANY SLOGANStreet AddressCity, ST ZIP CodePhone: Phone Fax: Fax | CREDIT NOTECREDIT NOTE NUMBER: CR Date: Date |
| To:Recipient NameCompany NameStreet AddressCity, ST ZIP CodePhone: Phone | Ship To:Recipient NameCompany NameStreet AddressCity, ST ZIP CodePhone: Phone |

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| --- |
| REASONYou can add here a reason why a credit note has been issued like- due to damaged goods. |

COMPANY LOGO HERE

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| --- | --- | --- | --- |
| QUANTITY | DESCRIPTION | UNIT PRICE | TOTAL |
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|  | SUBTOTAL |  |
|  | VAT |  |
|  | TOTAL DUE |  |

SIGN HERE

 THANK YOU!

Payment due within 15 days

Bank of England

Sort code:

Account Number:

TERMS AND CONDITIONS