

CREDIT NOTE

EXAMPLE ONLY: made-up names and amounts

SELLER (FROM)

Sample Seller Ltd

10 Example Road

Sampletown

CUSTOMER (CREDITED)

Sample Customer Ltd

20 Example Avenue

Demoville

CREDIT NOTE NUMBER

CN-0021

DATE

14 September 2026

REFERS TO INVOICE NO.

INV-0105

REASON FOR THE CREDIT

Two chairs returned damaged; shipping
refunded

DESCRIPTION	QTY	UNIT PRICE	CREDIT
Office chair (returned damaged)	2	45.00	90.00
Shipping refund	1	12.00	12.00

NOTES

Credited against invoice INV-0105.

Subtotal 102.00

TOTAL CREDITED 102.00

This credit note lowers the balance of the invoice it refers to. File it with that invoice so both sets of records match.