Credit Memo

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| --- | --- | --- | --- |
| Street Address] |  | CREDIT NO. | [100] |
| [City, ST ZIP Code] |  | DATE | July 30, 2010 |
| [Phone] [Fax] |  CUSTOMER ID | [ABC12345] |
| [e-mail] |  |  |  |
|  |
| **TO** | [Name] | **JOB** | [Job Description] |
|  | [Company Name] |  |
|  | [Street Address] |  |
|  | [City, ST ZIP Code] |  |
|  | [Phone] |  |

**Company Name**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **QUANTITY** | **ITEM #** | **DESCRIPTION** | **UNIT PRICE** | **LINE TOTAL** |
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|   |   |   |   | **SUBTOTAL** |   |
|  |  |  |  | **SALES TAX** |   |
|  |   |   |  | **TOTAL** |  |