CREDIT MEMO TEMPLATE (US LETTER)

Document customer returns, invoice corrections and tax credits with original invoice tracking.

Company:	Acme Industrial Supply LLC	**Credit Memo #:**	CM-2026-019
Bill To:	Customer Corp., Austin TX	**Date:**	11/21/2026
Reason:	Damaged items returned / RMA #402	**Original Invoice #:**	INV-2026-1408

#	Item & Credit Reason	Qty	Unit	Unit Credit	Tax	Line Credit
1	Returned Valve Assembly SKU-210	3	ea	$120.00	8.0%	$360.00
2	Freight Allowance	1	ea	$35.00	0.0%	$35.00
3					8.0%	$0.00
4					8.0%	$0.00
5					8.0%	$0.00
6					8.0%	$0.00
7					8.0%	$0.00
8					8.0%	$0.00
9					8.0%	$0.00
10					8.0%	$0.00

Credit Subtotal	**$395.00**
Sales Tax Adjustment	$28.80
Total Credit Memo	**$423.80**

Apply this credit memo against the customer's next open invoice or issue a refund.