| Logo placeholder | | **Credit Memo** | | |
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| ***[Your company slogan]*** | | | | **Date: [Enter date]**  **CREDIT NO. [100]**  **[Name]**  **[Company Name]**  **[Street Address]**  **[City, ST ZIP Code]**  **[Phone]**  **Customer ID [ABC12345]** |
| **Job** | **[Job description]** | | **TO** |

| **Quantity** | **Item #** | **Description** | **Unit Price** | **Line Total** |
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|  | | | **Subtotal** |  |
| [**Sales Tax**](http://onlineinvoices.com/) |  |
| **Total** |  |

[Your Company Name] [Street Address], [City, ST ZIP Code] Phone [000-000-0000] Fax [000-000-0000] [e-mail]