| Logo placeholder | **Credit Memo** |
| --- | --- |
| ***[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]