|  |  |
| --- | --- |
| [Company Name]  [Street Address] [City, ST]  Phone [phone] Fax [fax] | CREDIT NOTE |
| The following number must appear on all related correspondence, shipping papers, and invoices:  CREDIT No [100] |  |
| FROM: [Company Name]  [Street Address]  Dublin  Phone [phone] | TO: [Recipient Name]  [Company Name]  [Street Address]  Dublin  Phone [phone] |

This is a credit note made against INVOICE No.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| QTY | UNIT | DESCRIPTION | UNIT PRICE | TOTAL |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  | SUBTOTAL | |  |
|  |  | SALES TAX | |  |
|  |  | SHIPPING & HANDLING | |  |
|  |  | OTHER | |  |
|  |  | TOTAL | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above. 2. Please notify us immediately if you are unable to contact as specified. 3. Send all correspondence to: [Name] [Street Address] Dublin Phone [phone] Fax [fax] |  |  | |
|  |  | Signature: | Date |