# Credit Note

**Purpose:** This credit note confirms that an adjustment has been made to a customer's account in relation to returned goods, overpayment, or applied discount. This document may be used for accounting and reconciliation purposes.

## Credit Note Details

**Credit Note Number:** {creditNoteNumber}

**Date Issued:** {dateIssued}

**Reference Invoice Number:** {invoiceNumber}

## Company Information

**Company Name:** {companyName}

**Address:** {companyAddress}

**Phone:** {companyPhone}

**Email:** {companyEmail}

## Customer Information

**Customer Name:** {customerName}

**Customer Address:** {customerAddress}

**Email:** {customerEmail}

**Phone:** {customerPhone}

## Credit Items

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Quantity** | **Unit Price** | **Total** |
| {#items}{description} | {quantity} | {unitPrice} | {totalAmount}{/items} |

## Total Credit Summary

**Subtotal:** {subtotal}

**Tax ({taxRate}%):** {taxAmount}

Total Credit Amount:**{creditTotal}**

## Credit Reason

{creditReason}

{#includeNotes}

## Additional Notes

{notes}

{/includeNotes}

*This credit note acts as an official confirmation of credit issued and may be used in your financial records.*