# Store Credit Memo

**Purpose:** This document serves as a record of store credit issued to a customer for returned goods or billing adjustments. It can be used toward future purchases at the store listed below.

## Merchant Information

**Store Name:** {storeName}  
**Store Address:** {storeAddress}  
**Phone:** {storePhone}  
**Email:** {storeEmail}

## Customer Information

**Customer Name:** {customerName}  
**Customer ID:** {customerId}  
**Contact Info:** {customerContact}

## Credit Memo Details

**Memo Number:** {memoNumber}  
**Date Issued:** {issueDate}  
**Issued By:** {issuedBy}

### Reason for Credit

{creditReason}

### Items Returned/Adjusted

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Description** | **Quantity** | **Unit Price** | **Total** |
| {#items}{itemName} | {itemDescription} | {quantity} | {unitPrice} | {totalPrice}{/items} |

### Summary

**Subtotal:** {subtotal}  
**Tax Amount:** {taxAmount}  
**Shipping Adjustments:** {shippingAdjustment}  
Total Store Credit Issued:**{storeCreditTotal}**

### Non-Refundable Items

{#nonRefundableItems}

* {item}

{/nonRefundableItems}

### Store Credit Terms

* Store credit must be used within {validityPeriod} days of issue.
* Store credit is non-transferable and cannot be redeemed for cash.
* Subject to store’s return and exchange policy.

### Authorized Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
*{issuedBy}*  
*{issueDate}*

**Note:** Please retain this credit memo for your records and present it when redeeming credit in-store or online.