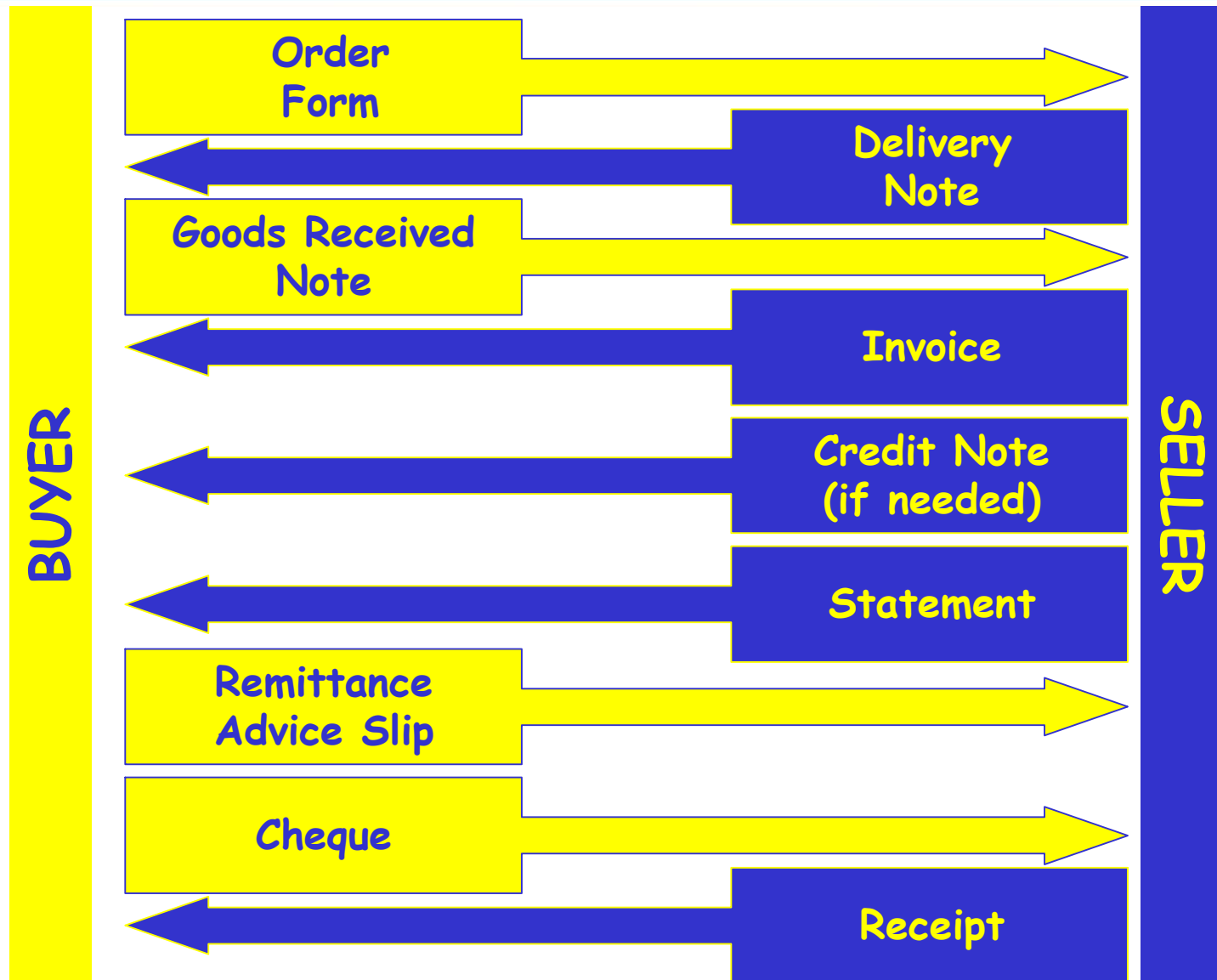




The Credit Note





The Credit Note



- What is the purpose of this document?
 - It's a refund document that reduces the amount owed by the buyer
- Who completes it?
 - The seller
- What happens to it?
 - The buyer will check it and file it with the relevant invoice
- Why must it be accurate?
 - Mistakes will mean the wrong amounts will be paid



An Example Credit Note

CREDIT NOTE

To:

| Your returns ref. | Customer account no. | Date/tax point | Invoice no. | Credit note no. |
|-------------------|----------------------|----------------|-------------|-----------------|
| | | | | |

| Item code | Quantity | Description | Unit | Unit price | Gross value | Discount value | Net value |
|-----------|----------|-------------|------|------------|-----------------|----------------|-----------|
| | | | | | | | |
| TOTAL | | | | | | | |
| | | | | | VAT 17.5% | | |
| | | | | | REFUNDED CHARGE | | |

| |
|---------------------------|
| Reason for return: |
|---------------------------|