Your Business Name

Credit note

CN-0001

FROM

Your Business Name
Your street and number
Postcode City
Country
billing@yourbusiness.example
+00 000 000 000
yourbusiness.example
Tax number Your tax number

BILL TO

Customer Name
Attention: Contact person
Customer street and number
Postcode City
Country
accounts@customer.example
Tax number Customer tax number

ISSUE DATE

1 Nov 2026

CREDITS INVOICE

INV-0001 (1 Oct 2026)

Credit note for invoice INV-0001

Description	Qty	Unit price	Amount
Consulting, hours not delivered	4	$85.00	**$340.00**
Support plan, one month	1	$250.00	**$250.00**

All amounts in USD

Subtotal	**$590.00**
Total credited	**$590.00**

Notes

The amount is taken off your next invoice or paid back on request.