|  |  |  |
| --- | --- | --- |
| **Credit Note** | **Credit Note Date**[CreditNoteDate]**Credit Note Number**[CreditNoteNumber] |  |
| **[ClientName]**[ClientAddress1][ClientAddress2][ClientCity] [ClientState] [ClientPostcode][ClientABN] |  | **[BusinessLegalName]**[BusinessAddress][BusinessTaxNumber] |

[CreditNoteDescription]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task**  | **Quantity** | **Rate** | **Tax** | **Amount** |
| [TaskName] | [TaskDescription] | [TaskQuantity] | [TaskRate] | [TaskTaxAmount] | [TaskAmount] |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Product**  | **Quantity** | **Rate** | **Tax** | **Amount** |
| [ProductSKU] | [ProductName] | [ProductDescription] | [ProductQuantity] | [ProductRate] | [ProductTaxAmount] | [ProductAmount] |

|  |  |  |
| --- | --- | --- |
|  | Subtotal | [CreditNoteSubTotal] |
| GST | [CreditNoteTaxTotal] |
| **Total**  | **[CreditNoteTotal]** |

|  |  |  |
| --- | --- | --- |
|  | **Payment Type** | **Amount Paid** |
| [PaymentType] | [PaymentAmount] |

|  |  |  |
| --- | --- | --- |
|  | **Amount Due** | **[AmountOutstanding]** |