***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Salesperson’s Signatures***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Authorized Manager’s Signatures***

***Thank you for your business!***

|  |  |
| --- | --- |
| **Transaction Details** | |
| **Transaction Purpose:** |  |
| **Sold on / Invoice #:** |  |
| **Date:** |  |
| **Customer #:** |  |
| **Phone / Fax:** |  |
| **FOB:** |  |
| **Terms:** |  |
| **Quantity:** |  |
| **Unit Cost:** |  |
| **Extended Amount:** |  |
| **Total Credit Amount:** |  |

Our records indicate that a credit in the amount of $0.00 exists in our records for your account. This amount will be maintained as a credit towards future products and services and will be reflected on your next statement.

**From:**  Company Name

Street Address

City, ST ZIP,

Phone: 000-000-0000

Fax: 000-000-0000

**TO:**  Company Name

Street Address

City, ST ZIP,

Phone: 000-000-0000

Fax: 000-000-0000

**Date:** May 27, 2011

**Invoice #:** 100

**For: \_\_\_\_\_\_\_\_\_\_\_**

## Company Logo

## Address with City, State and Zip Code

## City, Zip

## Phone#:000-000-0000, Fax #: 000-000-0000

## Company Name