**Credit note**

An example of a credit note:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Credit note**  *The organisation issuing the credit note (us)*  **ANABELLE PRINTERS LTD**  64 Brandon Way  Cambridgeshire CB14 2JU  *Sequential credit note number*  *The customer who has returned the goods*  *Alphanumeric reference identifying the customer*   |  |  |  |  | | --- | --- | --- | --- | | **To:** | Tinds Trades Ltd 94 Chessel Crescent Bitterne Southampton SO19 4BN | **Credit Note Number:** | 122 | | **Customer Reference:** | TT03 | | **Date:** | 8 April | |  | *The date that the credit note was issued* | **VAT Registration Number:** | 891 2362 88 |   *Anabelle Printers Ltd’s VAT number*   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Product code** | **Description** | **Quantity** | **Unit £** | **Tax Rate %** | **Total £** | | 4561 | Four-page colour brochure (100 per box) | 1 | 87.99 | 20 | 87.99 |  |  |  | | --- | --- | | **Net total** | £87.99 | | **VAT 20%** | £17.59 | | **Gross** | £105.58 | |

* + - 1. **Statement of account**
      2. An example of a statement of account:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **STATEMENT OF ACCOUNT**  *The customer with the outstanding debt*  **TINDS TRADES LTD**  94 Chessel Crescent  Bitterne Southampton SO19 4BN  *The organisation sending the statement (us)*   |  |  | | --- | --- | | **Supplier:** | Anabelle Printers Ltd 64 Brandon Way Cambridgeshire CB14 2JU | | **Account Number:** | TT03 |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Date** | **Invoice number** | **Invoices £** | **Credit notes £** | **Balance outstanding £** | | 5 April | 18736 | 1,119.57 |  | 1,119.57 | | 8 April | 122 |  | 105.58 | 1,013.99 | | 12 April | 18890 | 3,250.47 |  | 4,264.46 | | 30 April | Total outstanding |  |  | 4,264.46 | |

* + - 1. **Remittance advice note**
      2. An example of a remittance advice note:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Remittance advice note**  *The customer who is making a payment*  **Remittance advice note number: 12143**  **TINDS TRADES LTD**  94 Chessel Crescent  Bitterne Southampton SO19 4BN  *The organisation receiving the payment (us)*   |  |  | | --- | --- | | **Supplier:** | Anabelle Printers Ltd 64 Brandon Way Cambridgeshire CB14 2JU | | **Account Number:** | TT03 |   Please indicate the items you are paying with a ‘🗸’   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Date** | **Invoice number** | **Debits £** | **Credits £** | **Paid √** | | 5 April | 18736 | 1,119.57 |  |  | | 8 April | 122 |  | 105.58 |  |   Cheque enclosed £............................... |