

CREDIT MEMO



Date: [Enter Date] September 8, 2014

[Your Company Name] TO: UncommonGoods
[Street Address] 140 58th Street
[City, ST ZIP Code] Building B, Suite 5A
[Phone] Brooklyn, NY 11220
Fax [000-000-0000] 718-210-1200, ext. 1258
[E-mail address]

ORDER DATE	UNCOMMONGOODS PURCHASE ORDER NUMBER	VENDOR ORDER NUMBER

VENDOR CODE	ITEM DESCRIPTION / RATE	QUANTITY