CREDIT NOTE

VAT credit note with the details HMRC VAT Notice 700 (18.2.3) requires. Use the VAT rate of the original supply. Yellow cells are inputs; totals are formulas.

Supplier, address:	Example Ltd, 1 High Street, Leeds LS1 1AA	**Credit note no.:**	CN-2026-007
VAT reg. no.:	GB 123 4567 89	**Date of issue:**	23/11/2026
Customer, address:	Client Co. Ltd, 2 Quay St, Bristol BS1 4DB	**Original invoice no.:**	INV-2026-0131
Reason for credit:	Goods returned; agreed price reduction	**Original invoice date:**	02/11/2026
Refund paid on:	20/11/2026	**Original tax point:**	02/11/2026

#	Description of goods or services credited	Qty	Unit	Unit price	VAT	Net (£)
1	Returned: steel shelving unit 1800 mm	1	unit	£245.00	20.0%	£245.00
2	Agreed price reduction: late delivery	1		£30.00	20.0%	£30.00
3					20.0%	£0.00
4					20.0%	£0.00
5					20.0%	£0.00
6					20.0%	£0.00
7					20.0%	£0.00
8					20.0%	£0.00
9					20.0%	£0.00
10					20.0%	£0.00

Total credited excluding VAT	**£275.00**
VAT credited (rounded down to the penny)	£55.00
Total credit	**£330.00**
of which zero-rated or exempt (no VAT credit)	£0.00

Issue within 14 days of paying the refund, for a genuine mistake, overcharge or agreed reduction. Adjust output tax in the VAT period in which the refund is paid (VAT Regulations 1995, reg 38). If you and the customer agree not to adjust the VAT, replace the heading with: This is not a credit note for VAT.