Credit Note

A professional credit note for refunds, returns and adjustments.

How to use

1. Fill in your business details in the blue footer cells at the bottom of the Credit Note sheet.

2. Enter the customer details in the blue CREDIT TO card on the left.

3. Fill in the credit note number, original invoice number, reason and customer reference on the right.

4. Add line items in the blue columns. Net, VAT and Amount calculate automatically.

5. The colour band updates with the credit note number, issue date, reason and total credit.

Clearing the sample data

The blue cells contain example data. Select them and press Delete to start your own. The white cells are calculated and look after themselves.

Removing the footer credit

A small OpenSheets credit prints in the page footer. You are welcome to keep it. To remove it, go to Page Layout, then Page Setup, then Header/Footer and clear the footer.

Notes

Blue cells are your inputs. White cells update automatically. Do not type over white cells.

The sheet is protected so only the blue cells can be edited. There is no password if you need to change the layout.

Credit Note

Add your logo here

CREDIT TO

Example Ltd
45 King Street
Manchester
Greater Manchester
M2 4LQ
0161 234 5678
accounts@exampleltd.co.uk

Credit Note No	CN-2024-001
Issue Date	25/06/2026
Original Invoice No	INV-2024-089
Reason	Damaged goods
Customer Ref	CUST-042

CREDIT NOTE NO	ISSUE DATE	REASON	TOTAL CREDIT
CN-2024-001	**25/06/2026**	**Damaged goods**	**£440.60**

Description	Qty	Unit Price	Net	VAT %	VAT	Amount
Damaged goods - Product A	2	£120.00	£240.00	20%	£48.00	£288.00
Returned item - Product B	1	£85.50	£85.50	20%	£17.10	£102.60
Service credit - overpayment	1	£50.00	£50.00	0%	–	£50.00

Net Total	£375.50
VAT	£65.10
TOTAL CREDIT	**£440.60**

Notes

Please process this credit against the original invoice at your earliest convenience.

Issued by / Authorised:

Your business name

Your address, town, county and postcode

Telephone, email, VAT number