**Macquarie University**

MACQUARIE UNIVERSITY ~ SYDNEY

# Credit Note Request

## Credit Note

Please raise a credit note:

*Do* *Do not* forward credit note to debtor.

Name of debtor: _____

Address of debtor: _____

_____

_____

_____ Post code: _____

Amount $ _____ GST $ _____ Total(incl GST) $ _____ Account no: _____

Details: _____

_____

_____

_____

_____

_____

Order no: _____

Signature: _____

Print name: _____

Date: _____/_____/_____

***OFFICE USE ONLY***

**Invoice no.:**_____

**Date of credit note:** _____/_____/_____

**Prepared by:** _____