CREDIT NOTE

Credit Note No. CN-2025-0119 | Date: 24-Jul-2025 | Original invoice: INV-2025-0698 (02-Jul-2025)

SELLER

Fenwick Trade Supplies Ltd
Unit 4, Orchard Industrial Estate
Bristol BS2 0XW, United Kingdom
VAT No: GB 123 4567 89
+44 117 946 0231

CUSTOMER

Harland Building Services
Accounts Office
18 Queen Square
Bath BA1 2HN, United Kingdom

Reason for credit: 8 boards damaged in transit (photos on file); 2 boxes of screws over-supplied against order PO-HB-861.

Description	Qty	Unit Price	Net	VAT (20%)	Total
Plasterboard 12.5 mm, 2400×1200 — damaged in transit	8	£9.80	£78.40	£15.68	£94.08
Drywall screws 38 mm, box 1000 — over-supplied	2	£12.50	£25.00	£5.00	£30.00
TOTAL CREDITED			**£103.40**	**£20.68**	**£124.08**

VAT note: this credit note reduces the VAT previously charged on invoice INV-2025-0698. Both parties should adjust their VAT records accordingly (VAT Regulations 1995, reg. 38).
Settlement: the credit will be offset against your next invoice unless a refund is requested in writing.

Authorised signature
For Fenwick Trade Supplies Ltd

Date