

How do I print a credit memo?

If you issue credit to a customer, you can [print a credit memo](#) to mail.

1. If you're printing to paper, make sure your printer is online and contains paper.
2. Display the credit form you want to print.
3. Click **Print**.
4. In the **Print Invoices** dialog, select the appropriate printer:
 - Select Quicken PDF Printer to print to a PDF.
 - Select another printer to print to paper.
5. Click **Preview** to check the credit form on-screen, or click **OK** to print it immediately.
6. If you're printing to a PDF, enter a name for the PDF when Quicken requests this information, navigate to where you want to save the PDF, and click **Save**.

Notes

You can also [email](#) a credit memo to your customer.

This feature requires **Quicken Business & Personal**. Learn how you can [upgrade Quicken](#) in minutes.