Business name: _____

Address: _____

Phone: _____ Email: _____

RECEIPT

Receipt No.:	Date:

RECEIVED FROM

Customer name:	Phone:
Address / Email:	Reference:

ITEMS OR SERVICES

DESCRIPTION	QTY	UNIT PRICE	AMOUNT

Subtotal	
Discount	
Sales tax (____%)	
TOTAL PAID	

PAYMENT

☐ Cash ☐ Check No. _____ ☐ Card ☐ Bank transfer ☐ Other: _____

Amount received in words: _____

NOTES

_____

This receipt confirms payment received for the items or services listed above.

Received by (name & signature): _____

Thank you for your business!

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