



**Seller**

[Company Name]  
 [Company Address Line 1]  
 [Company Address Line 2]  
 [Company Address Line 3]  
 [Company Phone Number]  
 [Company Email Address]

**RECEIPT**

Receipt Number      [Receipt Number]  
 \_\_\_\_\_  
 Receipt Date      [Date + Time]  
 \_\_\_\_\_  
 Payment Method      [Payment Method]  
 \_\_\_\_\_

**Customer**

Customer Name      [Customer Name]  
 \_\_\_\_\_  
 Address Line 1      [Customer Address Line 1]  
 \_\_\_\_\_  
 Address Line 2      [Customer Address Line 2]  
 \_\_\_\_\_  
 Address Line 3      [Customer Address Line 3]  
 \_\_\_\_\_

QUANTITY	DESCRIPTION	UNIT PRICE	SUBTOTAL	TAX
1	Products or Services	400.00	400.00	40.00
[Notes]	SUBTOTAL		\$400.00	
	TAX (10%)		\$40.00	
	<b>TOTAL</b>		<b>\$440.00</b>	

\_\_\_\_\_  
 Salesperson

\_\_\_\_\_  
 Signature

Thank you for the payment!