|  |  |
| --- | --- |
|  | Receipt |
| ***[Your company slogan]*** | **DATE: [Enter date]****Receipt # [100]** |
| **fROM:** | **[Company Name]****[Email]****[Address 1]****[Address 2]****[Phone]** | **TO:** | **[Client Name]****[Email]****[Address 1]****[Address 2]****[Phone]** |
| **TERMS:****DUE:** | [Payment Terms][Payment Due Date] |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Description** | **Quantity** | **Price** | **Amount** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Subtotal** |  |
| **Tax**  |  |
| **BALANCE DUE** |  |

Notes

Click here to add notes, payment instructions or terms of service.

[Sign here]