<Company Name>

**RECEIPT**

# <123 Street Address, City, State, Zip/Post>

<Website, Email Address>

<Phone Number>

|  |  |  |  |
| --- | --- | --- | --- |
| **BILL TO** |  | **SHIP TO** | **Receipt No:** #INV00001 |
| <Contact Name> |  | <Name / Dept> | **Payment Date:** 11/11/11 |
| <Client Company Name><Address><Phone, Email> |  | <Client Company Name><Address><Phone> |  |

|  |  |  |
| --- | --- | --- |
| **DESCRIPTION QTY** | **UNIT PRICE** | **TOTAL** |
|  |  |  | 0.00 |
|  |  |  | 0.00 |
|  |  |  | 0.00 |
|  |  |  | 0.00 |
|  |  |  | 0.00 |
|  |  |  | 0.00 |
|  |  |  | 0.00 |
|  |  |  | 0.00 |
|  |  |  | 0.00 |
|  |  |  | 0.00 |
|  |  |  | 0.00 |

**SUBTOTAL** 0.00

**DISCOUNT** 0.00

Thank you for your business!

**SUBTOTAL LESS DISCOUNT** 0.00

**TAX RATE** 0.00%

**TOTAL TAX** 0.00

**SHIPPING/HANDLING** 0.00

**Balance Paid $ -**

**Notes**

<Write payment method used, e.g: cash/ credit/ cheque...>

<Add terms here, e.g: warranty, returns policy...>