

<Your Company Name>

<Your address>

RECEIPT

<Your contact details>

**DATE**

**RECEIPT NO.**

**BILL TO**

<Contact Name>

<Client Company Name>

<Address>

<Phone>

<Email>

**SHIP TO**

<Name / Dept>

<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 |

Remarks, notes **SUBTOTAL** 0.00

**DISCOUNT** 0.00

**SUBTOTAL LESS DISCOUNT** 0.00

**TAX RATE** 0.00%

**TOTAL TAX** 0.00

**SHIPPING/HANDLING** 0.00

**Balance Paid $**

**-**