RECEIPT

**DATE**

<Your Company Name>

|  |  |  |  |
| --- | --- | --- | --- |
| <123 Street Address><City, State, Zip/Post Code> |  |  | **RECEIPT NO.** |
| <Phone Number><Email Address> |  |  |  |
| **BILL TO** |  | **SHIP TO** |  |
| <Contact Name> |  | <Name / Dept> |  |
| <Client Company Name> |  | <Client Company Name> |  |
| <Address> |  | <Address> |  |
| <Phone> |  | <Phone> |  |
| <Email> |  |  |  |

|  |  |  |
| --- | --- | --- |
| **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 |
| Notes, how payment was made, warranty/returns policies | **DISCOUNT** | 0.00 |
|  | **SUBTOTAL LESS DISCOUNT** | 0.00 |
|  | **TAX RATE** | 0.00% |
|  | **TOTAL TAX** | 0.00 |
|  | **SHIPPING/HANDLING** | 0.00 |

**Balance Paid $ -**