<Company Name>

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

<Website, Email Address>

<Phone Number>

#301

**BILL TO**

RECEIPT

<Contact Name>

<Client Company Name>

<Address>

<Phone, Email>

**SHIP TO**

<Name / Dept>

<Client Company Name>

<Address>

<Phone>

**Date** 11/11/11

|  |  |  |
| --- | --- | --- |
| **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 $**

**-**

 **Terms & Instructions**

<How was payment made, e.g: cash, card, cheque...>

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