|  |  |  |  |
| --- | --- | --- | --- |
| **YOUR LOGO**  **HERE Receipt**  [Company slogan here]  **DATE:** | | | |
| **RECEIPT #** | |  | |
| **FROM TO**  [Company Name] [Company Name]  [Email] [Email]  [Address 1] [Address 1]  [Address 2] [Address 2]  [Phone] [Phone]  **TERMS** [Payment Terms]  **DUE** [Payment Due Date] | | | |
| **Description** | **Quantity** | **Price** | **Amount** |
|  |  |  |  |
|  | **Subtotal** $ - **Tax Rate** 0.000% **Total Tax** $ - | | |
| **BALANCE DUE** | | $ - |
|  |
| Notes  [Insert notes] | | | |

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