SALES RECEIPT

PAID

BUSINESS

Business name _____

Address _____

Phone / email _____

Tax ID or permit no. _____

RECEIPT DETAILS

Receipt no. _____

Date of sale _____

Sold by _____

CUSTOMER

Business name _____ Contact _____

Customer PO no. _____

Item	Description	Qty	Unit price	Amount

PAYMENT

Payment method _____

Payment reference _____

Date paid _____

Subtotal	
Sales tax, if applicable	
Total	
Amount paid	

Thank you for your business. Keep this receipt for your records.