SALES RECEIPT

PAID

SELLER

Business name _____

Address _____

Phone / email _____

RECEIPT DETAILS

Receipt no. _____

Date _____

Sold by _____

SOLD TO

Name _____

Address or email _____

Qty	Item no.	Description	Unit price	Amount

PAYMENT

Payment method _____

Check or card reference _____

Date paid _____

Subtotal	
Sales tax, if applicable	
Total	
Amount paid	

_____

Received by

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