# SALE RECEIPT

PAID

## SELLER

Business name _____

Address _____

Phone / email _____

## RECEIPT DETAILS

Receipt no. _____

Date of sale _____

## SOLD TO

Customer name _____ Email _____

| Item | Qty | Unit price | Amount |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

## PAYMENT

Payment method _____

Transaction reference _____

Date paid _____

| | |
|---|---|
| Subtotal | |
| Discount (10%) | |
| Sales tax, if applicable | |
| **Total** | |
| **Amount paid** | |
| Balance | |

*Thank you for your purchase. Please keep this receipt for your records.*