|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **RECEIPT** | |  | |  | **BILLED TO**  Client Name  Street address  City, State Country  ZIP Code | | |  | |
|  |  |  |  | |  |  | | |
|  |  |  |  | |  |  | | |
|  | **Your company name**  123 Your Street, City, State, Country, ZIP Code  564-555-1234  your@email.com  yourwebsite.com | Receipt Total $0.00   |  | | --- | | **Date of issue** mm/dd/yyyy | |  |   **Receipt Number** 00001 | | | | | | |  |  |  |
|  |  |  | |  | | |  |  |  | |  |  | | |
|  | **Description** | | | **Unit cost** | | |  | **Qty/HR rate** | **Amount** | |  |  | | |
|  |  | | |  | | |  |  |  | |  |  | | |
|  | Your item name | | | $0 | | |  | 1 | $0 | |  |  | | |
|  | Your item name | | | $0 | | |  | 1 | $0 | |  |  | | |
|  | Your item name | | | $0 | | |  | 1 | $0 | |  |  | | |
|  | Your item name | | | $0 | | |  | 1 | $0 | |  |  | | |
|  | Your item name | | | $0 | | |  | 1 | $0 | |  |  | | |
|  | Your item name | | | $0 | | |  | 1 | $0 | |  |  | | |
|  | Your item name | | | $0 | | |  | 1 | $0 | |  |  | | |
|  |  | | |  | | |  |  |  | |  |  | | |
|  |  |  | |  | | |  |  |  | |  |  | |
|  | **Comments:** |  | |  | | |  | **Subtotal** | $0 | |  |  | |
|  |  |  | |  | | |  | **Discount** | $0 | |  |  | |
|  |  |  | |  | | |  | **(Tax rate)** | 0% | |  |  | |
|  |  |  | |  | | |  | **Tax** | $0 | |  |  | |
|  |  |  | |  | | |  |  |  | |  |  | |
|  |  |  | |  | | |  |  |  | |  |  | |
|  |  |  | |  | | |  |  |  | | |  |
|  |  | | |  | | |  |  |  | |  |  | |
|  | **Thanks for your Business!** | | |  | | |  |  |  | |  |  | |

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