|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RECEIPT** |  | |  | |  |  | | |  | |
|  |  |  |  | |  |  | | |
| **Your company name**  123 Your Street, City, State, Country, ZIP Code  564-555-1234  your@email.com  yourwebsite.com |  | **BILLED TO**  Client Name  Street address  City, State Country  ZIP Code |  | |  | |  | | --- | | **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 | |  |  | | |
|  |  | | |  | | |  |  |  | |  |  | | |
|  |  |  | |  | | |  |  |  | |  |  | |
|  | **NOTE:** |  | |  | | |  | **Subtotal** | $0 | |  |  | |
| **Write payment method e.g. cash/cheque/credit….>**  **Add term here, e.g. warranty, return policy…>** |  |  | |  | | |  | **Discount** | $0 | |  |  | |
|  |  |  | |  | | |  | **(Tax rate)** | 0% | |  |  | |
|  |  |  | |  | | |  | **Tax** | $0 | |  |  | |
|  |  |  | |  | | |  | Receipt Total $0.00 |  | |  |  | |
|  |  |  | |  | | |  |  |  | |  |  | |
|  |  |  | |  | | |  |  |  | | |  |
|  |  | | |  | | |  |  |  | |  |  | |
|  | **Thanks for your Business!** | | |  | | |  |  |  | |  |  | |

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