|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RECEIPT** | | | | Receipt Number: | | |  | | |
| Date of Purchase: | | |  | | |
|  | | | | | | | | | |
| Salesperson: |  | | | Payment Method: | | |  | | |
|  |  | | |  | | |  | | |
| **Company Details:** | | |  | | | **Sold To (Buyer):** | | | |
| [Your Name/Company Name] | | |  | | | [Client's Name/Company Name] | | | |
| [Address Line 1] | | |  | | | [Address Line 1] | | | |
| [Address Line 2] | | |  | | | [Address Line 2] | | | |
| [City], [State], [Zip Code] | | |  | | | [City], [State], [Zip Code] | | | |
| [Phone] | | |  | | | [Phone] | | | |
|  | | | | | | | | | |
| **Item Description** | |  | **Quantity** | |  | **Price Per Item** | |  | **Total** |
|  | |  |  | |  |  | |  |  |
|  | |  |  | |  |  | |  |  |
|  | |  |  | |  |  | |  |  |
|  | |  |  | |  |  | |  |  |
|  | |  |  | |  |  | |  |  |
| Shipping and Handling Costs: | | |  | |  | Subtotal: | | |  |
| Tax Rate: | | | 0.00% | |  | Tax Amount: | | |  |
|  | | |  | | **Total Purchase Amount:** | | | |  |
|  | | |  | | | Thank you for your business! | | | |