

# RECEIPT

Receipt Number: \_\_\_\_\_

Date of Purchase: \_\_\_\_\_

Salesperson: \_\_\_\_\_

Payment Method: \_\_\_\_\_

Company Details:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sold To (Buyer):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Item Description	Quantity	Price Per Item	Total
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Shipping and Handling Costs:

Subtotal:

Tax Rate:

Tax Amount:

Total Purchase Amount: \_\_\_\_\_