**RECEIPT**

|  |
| --- |
| **Receipt #** **[Receipt number]** |
| **Date: [Date]** |

|  |  |  |
| --- | --- | --- |
| **Bill to** |  | **Ship to** |
| **[Name]** |  | **[Name]** |
| **[Address]** |  | **[Address]** |
| **[E-mail address]** |  | **[E-mail address]** |
| **[Phone Number]** |  | **[Phone Number]** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. #** | **Item Description** | **Price** | **Quantity** | **Total** |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |
| **3.** |  |  |  |  |
| **4.** |  |  |  |  |
| **5.** |  |  |  |  |
| **6.** |  |  |  |  |
| **7.** |  |  |  |  |
| **8.** |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Thant for your Business** | **Sub-Total** |  |
| **Tax** |  |
| **TOTAL** |  |