**ITEMIZED RECEIPT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **[Your company Name]** |  | **Bill To** |  | **Ship** |
| [Address] | [Contact Name] | [Contact Name] |
| [City], [State], [Zip Code] | [Company Name] | [Company Name] |
| [Phone Number] | [Address] | [Address] |
| [Email Address] | [Phone Number] | [Phone Number] |
| [Website Address] | [Email Address] | [Email Address] |

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Quantity** | **Unit price** | **Total** |
| [Description] | [Quantity] | [price] | [Amount] |
| [Description] | [Quantity] | [price] | [Amount] |
| [Description] | [Quantity] | [price] | [Amount] |
| [Description] | [Quantity] | [price] | [Amount] |
| **NOTES:**  Lorem ipsum dolor sit a met, connecter adipescent exit. Present UT nisi tempus Massa bland its locus. | | Subtotal | [Amount] |
| Discount | [Amount] |
| Less Discount | [Amount] |
| Tax Rate | [Amount] |
| Total Tax | [Amount] |
| Shipping/Handling | [Amount] |

**THANK YOU FOR YOUR BUSINESS**