|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Company info** | **Bill To** |

|  |  |
| --- | --- |
| **Date** | [Date] |
| **Receipt**  | [Number] |

 |
| [Your company name] | [Tenant Name] |
| [City] | [Tenant Email] |
| [Phone Number] | [Tenant Phone] |
| [Email Address] |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Description** | **Quantity** | **Rate** | **Amount** |
| [Description] | [Quantity] | [Amount] | [$0] |
| [Description] | [Quantity] | [Amount] | [$0] |
| [Description] | [Quantity] | [Amount] | [$0] |
| [Description] | [Quantity] | [Amount] | [$0] |
| [Description] | [Quantity] | [Amount] | [$0] |
| [Description] | [Quantity] | [Amount] | [$0] |
|  |  |  |  | Subtotal | [$0] |
| **Payment Received**Cash: [Number]Cheque: [Number]Credit/Debit Card: [Number]Electronic Transfer: [Number] |  | Tax: | [$0] |
|  |  | Discount | [$0] |
|  |  | Grand Total:  | [$0] |
|  |  | Total tax | [$0] |
|  |  | **Balance Due** |  |