|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** |  |