**ITEMIZED RECEIPT**

|  |  |  |
| --- | --- | --- |
| **Company Info** | **Bill To** | **Invoice Detail** |
| [Company Name] | [Name] | **Invoice No:** [#] |
| [Street Address] | [City, ST ZIP] | **Date:** [Date] |
| [City, ST ZIP] | [Country] | **Terms:** [Terms] |
| [Postal] | [Postal] | **Due Date:** [Due Date] |

|  |  |  |  |
| --- | --- | --- | --- |
| **P.O. NUMBER** | **SHIP DATE** | **SHIP VIA** | **TERMS** |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Quantity**  | **Rate**  |  **Amount**  |
| [Description] | [Quantity] | [price] | [Amount] |
| [Description] | [Quantity] | [price] | [Amount] |
| [Description] | [Quantity] | [price] | [Amount] |
| [Description] | [Quantity] | [price] | [Amount] |
| [Description] | [Quantity] | [price] | [Amount] |
| [Description] | [Quantity] | [price] | [Amount] |
| [Description] | [Quantity] | [price] | [Amount] |
|  | Sub-total | [Amount] |
| Tax rate | [Amount] |
| **Total** | $[Amount] |