|  |  |
| --- | --- |
| Your Company Name | Client Company Name |
| Your Telephone Number | Client Telephone Number |
| Address Line 1 & 2 | Client Address Line 1 & 2 |
| Postal Code & City | Client Postal Code & City |

**SALES RECEIPT**

|  |  |  |  |
| --- | --- | --- | --- |
| DESCRIPTION | QUANTITY | RATE | AMOUNT |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| THANK YOU | | **TAX** |  |
| **SUB TOTAL** |  |
| **TOTAL** |  |