|  |  |  |  |
| --- | --- | --- | --- |
| **ITEMIZED SALES RECEIPT** |  | **Receipt Number:** | [Number] |
| **Date:** | [Date] |

|  |
| --- |
| **Information** |
| **Name:** | [Name] |
| **Phone Number:** | [Phone Number] |
| **Street Address:** | [Address] |
| **City/State/ZIP:** | [City], [State], [Zip Code] |

|  |
| --- |
| **Sold to:** |
| **Name:** | [Name] |
| **Company Name:** | [Company Name] |
| **Street Address:** | [Address] |
| **City/State/ZIP:** | [City], [State], [Zip Code] |
| **Phone Number:** | [Phone Number] |

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Quantity** | **Price/Unit** | **Line Total** |
| [Description] | [Quantity] | [price] | [Amount] |
| [Description] | [Quantity] | [price] | [Amount] |
| [Description] | [Quantity] | [price] | [Amount] |
| [Description] | [Quantity] | [price] | [Amount] |
| [Description] | [Quantity] | [price] | [Amount] |
| **Payment Method:**[ ]  Cash[ ]  Check no: [Number] [ ]  Account Number: [Number][ ]  Other: [Other] | Subtotal: | [Amount] |
| Discount: | [Amount] |
| Sales Tax: | [Amount] |
| Total: | [Amount] |
| Amount Paid: | [Amount] |