**Receipt no: [Number]**

**Date: [Date]**

**ITEMIZED RECEIPT**

**[Your Company Name]**

[Phone Number]

[Email Address]  
[Company Address]

|  |  |
| --- | --- |
| 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]** |

**THANK YOU FOR YOUR BUSINESS**